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**Relocation Allowance Claim Form**

Payments will only be made in line with the University’s Relocation Policy

Any claim should be made within 2 years of joining the University. Under the current income tax rules a maximum of £8000 (inclusive of VAT) may be paid to an individual for relocation purposes tax free subject to HMRC conditions which are available at: <http://www.hmrc.gov.uk/guidance/relocation.htm>.

Please complete the form below and return it together with all relevant paperwork, including all original receipts to Human Resources. Your claim will be processed as soon as possible.

|  |  |
| --- | --- |
| **Name (in capitals)** |  |
| **Job Title and School/Department** |  |
| **Start date** |  |
| **Address moved from** |  |
| **Address moved to** |  |
| **Date of move** |  |

|  |  |
| --- | --- |
| **Details of claim (please attach all receipts)** | **Cost** |
| Cost of preliminary visits |  |
| Removal costs |  |
| Temporary storage costs |  |
| House sale/purchase (legal/estate agent/surveyors fees, stamp duty) |  |
| Temporary accommodation costs |  |
| **TOTAL CLAIM** |  |

|  |  |
| --- | --- |
| **I understand if I voluntarily leave the University within 3 years I shall be liable to repay all or part of the monies received. This repayment amount will decrease by 1/36 for every full month of service. I confirm that the University may deduct any amounts outstanding from my final salary payment and/or any salary paid during my notice period.** | |
| **Signature:** |  |
| **Date:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Human Resources** | | | | | | |
| Account number to be charged | |  |  |  |  |  |
| Authorised by: | | | | | | |
| Signature: |  | | | | | |
| Print name: |  | | | | | |
| **Once completed send with all receipts to Payroll cc. personal file** | | | | | | |