

**Relocation Expenses Claim Form**

Please refer to HMRC Government guidelines before submitting your expenses claim:  
<http://www.hmrc.gov.uk/guidance/480.pdf>

Name:

Payroll Number:

Receipt Date	Receipt No.	Relocation Details	Currency	Budget code

<b>PLEASE CHECK</b>	<input checked="" type="checkbox"/>
You have numbered and attached all receipts	<input type="checkbox"/>
You have <b>SIGNED</b> as the claimant	<input type="checkbox"/>
A budget code has been supplied	<input type="checkbox"/>
An authorised signature has been provided	<input type="checkbox"/>

Claimed by: \_\_\_\_\_

Claim date: \_\_\_\_\_

If you receive relocation expenses and you leave voluntarily or are dismissed other than by reason of redundancy within three years of relocating, you will be required to repay the expenses on the following scale: within first year of relocation, 100%; within second year of relocation, 50%; within third year of relocation, 25%

Authorised Signatory: \_\_\_\_\_

**Please submit your relocation expenses to the Payroll Office,  
 Room 338, Sussex House**