

Relocation Expenses Claim Form		Please refer to HMRC Government guidelines before submitting your expenses claim: http://www.hmrc.gov.uk/guidance/480.pdf	Completed relocation expense claims should be submitted to the Payroll Office, Room 338, Sussex House
Name:			
Date of Birth:	Payroll Number:		
School:			

Receipt Date	Receipt No.	Relocation Details	Amount (GBP)	Account Code	Sub-Project
TOTAL CLAIM					

Relocation forms will not be accepted if they are incomplete. Use the checklist below to ensure all required information has been included:

Please tick:	<input checked="" type="checkbox"/>
All receipts are numbered and attached	<input type="checkbox"/>
Claim form has been signed by the employee	<input type="checkbox"/>
Claim form has been signed & printed by the Head of School or Director	<input type="checkbox"/>
Account code & Sub-Project have been provided by School or Department	<input type="checkbox"/>
The claim form has been completed in full	<input type="checkbox"/>

If you receive relocation expenses and you leave voluntarily or are dismissed other than by reason of redundancy within three years of the start of your employment 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%

Claim Submitted by:
Employee Signature & date

Claim Authorised by:
Authorising Signature & date

Print Authorising Signatory Name

Position In School:
(Delete as Appropriate) Relocation claims can only be authorised by your Director of Head of School

- NOTES:**
- Employees should change their main residence within two years of starting their post to ensure they retain the tax free status on expenses
 - Costs relating to application of VISA & Immigration fees are subject to Tax & National Insurance deductions

- The tax free relocation allowance applies to costs which fall into the below categories:
- Travelling and subsistence from old residence to work
 - Disposal of old residence
 - Acquisition of new residence
 - Transporting belongings

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