## Application for relocation expenses

## General

The University will reimburse relocation costs up to 10% of your gross starting salary, (excluding allowances) to a maximum of £8,000.00, if your appointment meets the criteria as detailed in the relocation expenses policy.

All payments made for relocation expenses are made in accordance with the Universities Relocation Policy.  If a claim appears to be fraudulent or misleading this may result in an investigation and if appropriate disciplinary action.

## Payments

Relocation payments are made directly to the employee’s bank account without tax and NI deductions.

* Claims must be for expenses included within the policy
* You must check the expenses being claimed are eligible
* Expenses claimed will be validated and may be returned if the claim does not meet with the University criteria.

## Travel to take up the appointment

In addition to relocation expenses, eligible employees relocating from overseas can claim one way economy class or equivalent airfare for themselves and their immediate family.  This is a tax and NI free expense.  Claims for airfares should be made in the “one way flights” under the **details of claim** section below.

## Claims

Claims should be made in a timely manner, with claim forms and original receipts being submitted within 3 months of the expense being incurred by the employee (multiple claims forms can be submitted by the employee during the process). All claims for relocation expenses should be fully submitted within 12 months of the appointment date.

If you have any questions about a claim for relocation expenses, please contact HR Enquiries for clarification prior to committing to the expenditure.

## Your details

|  |  |
| --- | --- |
| **Full name** |   |
| **Email address** |   |
| **Job title** |   |
| **Department** |   |
| **Start date** |   |

## Claim details

(please attach all receipts grouped in separate categories)

|  |  |
| --- | --- |
|  | **Cost** (£ or currency) |
| Cost of preliminary visits (ie transport costs and overnight accommodation) |   |
| Removal and storage costs |   |
| Temporary accommodation costs (eg rent) |   |
| House sale/purchase (eg solicitor or agent fees, advertising costs, stamp duty) |   |
| One way flights (overseas appointees only) |   |
| **Total** |   |
| Do you intend to submit further relocation claims? |  Yes / No  |
| Estimated future claims |   |

## Your bank details

|  |  |
| --- | --- |
| **Bank name and address** |   |
| **Named account holder** |   |
| **Account number** |   |
| **Sort code** |   |

## Declaration

I confirm that I have checked that the relocation items claimed conform to the Relocation policy guidelines and understand that a misleading or fraudulent claim may result in investigation and if appropriate disciplinary action.

I confirm no other funding for relocation has been paid / offered to support me, my partner or family in relocating our main residence.

I understand that if I voluntarily leave my employment within two years, or my start date, I shall be liable to repay all or part of the relocation expenses paid. (The repayment amount will decrease by 1/24 for every full month of service) I agree that any repayment shall be deducted from my final salary payment or refunded personally if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |   | Date |   |

If you have any queries then please contact HR Services: hr-enquiries@york.ac.uk / 01904 32 4835

## What to do next

* Return the completed form along with the original receipts to:
HR Services, Heslington Hall, University of York, Heslington, York YO10 5DD

## For completion by HR Services

|  |  |
| --- | --- |
| **Description to appear on reports** |  |
| Account xxxx | Workorder xxxxxxxx | VAT code | Employee number xxxxxx | Amount |
| £ | Other currency |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| **Total** |   |   |   |   |   |
| **Order checked** | Authoriser signature |   | Date:  |
|  | Print name |   |