

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, if your appointment meets the criteria as detailed in the [relocation expenses policy](#).

Payments

Relocation payments are made directly to the employee's bank account without tax and national insurance (NI) deductions, in the majority of cases.

- Claims must be for expenses included within the relocation policy
- You must check the expenses being claimed are eligible and supported by receipts
- Expenses claimed will be validated and may be returned if the claim does not meet with the University criteria or further clarification is required.

Travel to take up your appointment

In addition to relocation expenses, eligible employees relocating from overseas can claim a one way economy class or equivalent airfare for themselves and their immediate family. Claims for airfares should be listed in the "one way travel to take up appointment" under the **details of claim** section below.

Claims

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

If you have any questions about a claim, please contact us via hr-enquiries@york.ac.uk for clarification prior to committing to the expenditure.

Your details

Full name

Email address

Job title

Department

Start date

Claim details

Cost of preliminary visits
(e.g transport costs and overnight accommodation)

Removal and storage costs

Temporary accommodation costs (e.g. rent)

House sale/purchase
(e.g. solicitor or agent fees, advertising costs, stamp duty)

One way travel to take up appointment
(e.g. flight/train/taxi/mileage)

Total

Do you intend to submit further relocation claims?

Estimated future claims

Cost (£ or currency)

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 an 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 of 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

--

What to do next

Completed forms, together with receipts and any additional supporting information, should be emailed to hr-enquiries@york.ac.uk.