RELOCATION CLAIM FORM

Name _____

School / Department _____

Date moved _____

Address Moved From _____

Address Moved To _____

Maximum Relocation Grant applicable: From within the UK, £4000, from outside the UK, £5000

1. REMOVAL OF HOUSEHOLD / PERSONAL EFFECTS
(claims must be accompanied by receipts and (in the case of removal claims) 3 written quotations)

£ P

i) Removal Expenses :
ii) Personal/family Travel by a) standard class train fare
or
b) Car Travel _____ miles at 40p per mile

SUB-TOTAL _____ : _____

2. RELOCATION *(claims must be accompanied by receipts)* £ P

i) Legal/Estate Agents/Surveyors/Building Society Fees
ii) Stamp Duty
iii) Mortgage arrangement fees
iv) Storage Costs*
v) Family visit(s) to Birmingham area to find a property on __/__/__ and __/__/__ by:
a) Standard Class Rail Fare
or
b) Car Travel _____miles at 40p per mile

SUB-TOTAL _____ : _____

*Payment of storage costs are for 6 months and will be only be paid upon moving into the purchased property.

3. LODGING ALLOWANCE *(claimable up to a maximum of 10 weeks)*

Claim for the period from _____ to _____ (ie weeks):

i) One return journey per week between_____ and Birmingham by: £ P

a) standard class rail at £_____ per journey
or
b) Car Travel _____ miles at 40p per mile

ii) Lodging allowance (£70 per week) for _____ weeks

SUB-TOTAL _____ : _____

TOTAL CLAIM **£_____:_____**

Signature _____ Date _____

TO BE COMPLETED BY HUMAN RESOURCES

RELOCATION GRANT MAXIMUM £_____

RELOCATION APPROVED £_____

Charge to Account Number | | | | | | | | | | | | | | |

Date _____ Signed _____ HR Advisor

(Original, **with all receipts**: to Finance Department; cc. To Personal File; HR Master File)