|  |
| --- |
| **APPENDIX 6** |

**RELOCATION EXPENSES**

**RECORD OF INDIVIDUAL CLAIMS (to be completed by HR Service Centre)**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: |  | SERVICE: |  |
| LOCATION: |  | JOB TITLE: |  |
| GRADE: |  | DATE APPOINTED: |  |
| PAYROLL NO: |  |  | |

**NOTE: MAXIMUM AMOUNT CLAIMABLE UNDER THE POLICY is £8,000 (excl. VAT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | AMOUNT £ | NOTES / COMMENTS | DATE PROCESSED | ACTIONED (INITIALS) |
| PRE-  EMPLOYMENT  VISIT(S) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| LODGING/  COMMUTING  EXPENSES |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| LEGAL/ESTATE  AGENTS’ FEES  MORTGAGE FEES |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | AMOUNT £ | NOTES / COMMENTS | DATE PROCESSED | ACTIONED (INITIALS) |
|  |  |  |  |  |
| REMOVAL  EXPENSES AND  STORAGE COSTS |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| BRIDGING LOAN  INTEREST |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| SETTLING-IN  ALLOWANCE |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |

CLAIMS COMPLETED: DATE:

SIGNED:

(Note: Once all relocation expense claims have been completed this form should be filed in the employee’s personal file)