|  |
| --- |
| **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-EMPLOYMENTVISIT(S) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |   |   |
|  |  |  |  |  |
|  |  |  |  |  |
| LODGING/ COMMUTINGEXPENSES |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| LEGAL/ESTATEAGENTS’ FEESMORTGAGE FEES |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | AMOUNT £ | NOTES / COMMENTS | DATE PROCESSED | ACTIONED (INITIALS)  |
|  |  |  |  |  |
| REMOVAL EXPENSES ANDSTORAGE COSTS |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |
|  |  |  |  |  |
| BRIDGING LOANINTEREST |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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)