UNIVERSITY OF LEEDS

Relocation Claim Form

Staff entitled to claim for relocation expenses (see Qualifying Criteria below) should approach the Faculty/Service Human Resources contact and then complete this relocation claim form, handing it back to them along with supporting receipts.

The reimbursement will be made directly into your bank account in pounds sterling; therefore any claim made in a different currency will be converted.

Please note that the Faculty/Service reserves the right to refuse payment of claims which are not supported by receipts.

Individual details

Full name: _____

Post appointed to: _____

Job reference number: _____

Start date at the University of Leeds: _____

Faculty or Service details: _____

Employee ID no.: _____

Bank details

Sort code: __ __ / __ __ / __ __ Account number: __ __ __ __ __ __ __ __

Expense details

Please list below the expenses incurred, e.g. flights, car/van hire and train, indicate currency used by inserting in the appropriate column.

Date	Details	Amount Sterling £:p	Amount Other inc euros
	Total Claimed		

I certify that the expenses claimed on this form are correct.

Signature of claimant: _____ Date: _____

Please ensure receipts supporting this claim are attached.

Qualifying Criteria

The University will reimburse in full, the economy class fares for all members of the immediate family, i.e. spouse/partner and children, to new members of Academic and Academic-Related staff when joining from overseas who:

- accept a position for two years duration or more, which is University funded,
- accept a position that has been advertised nationally (this includes the University website and jobs.ac.uk),

Expenses are normally paid only in respect of an initial appointment and must normally be claimed within 12 months of taking up the appointment.

Office use

GL Account: 52130 Tax code: I0

Cost object_____

Conversion to £: p: _____ Total: £_____

Date authority for payment form completed: _____

Date form passed to Payments Office: _____

Payment due to be made: _____Confirm payment due date with individual: _____