



Removal Expenses Claim Form

Procedure

Staff entitled to claim for removal expenses (see Qualifying Criteria below) should approach the Faculty/Service Human Resources contact and then obtain quotes from the approved Contractors (details available at <http://www.leeds.ac.uk/purchasing/UoL/contracts/commodities/removals.htm>). You need to obtain 2 quotes for moves costing less than £1000 in value or 3 quotes for moves costing over £1000. **It is important that when obtaining quotes, individuals state that they will be joining the University of Leeds; otherwise you will be directly invoiced.**

The University will pay the lowest quoted figure, up to a maximum of £5000. Staff may choose to use a Contractor who provides a higher quote but will be expected to reimburse the University the sum of the difference of that and the lowest quote received.

The quotes should be sent, along with this completed form, to the Faculty/Departmental/Service contact who will make the arrangements for the University to be invoiced direct from the contractor. No cost should be incurred by the individual, unless you decide not to use the contractor who quoted the lowest figure.

Individual details

Full name: _____

Post appointed to: _____

Job reference number: _____

Start date at University of Leeds: _____

Faculty or Service details: _____

Removal Company details

Quotes obtained from and cost:

1. _____	£ _____
2. _____	£ _____
3. _____	£ _____

Please name any Contractor that you approached who did not contact you with a quote:

Preferred quote and cost: _____ £ _____

Amount to be reimbursed to the University if lowest quote not preferred: _____ £ _____

Date of move: _____

Name the move is booked under if different from the employee's name: _____

Signed: _____ Date: _____

Qualifying Criteria

The University will contribute to removal expenses incurred by new members of Academic and Academic-Related staff 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),
- at the time of appointment (i.e. date of letter of appointment) live outside a radius of 25 miles from Leeds (LS2) and who move to within such a distance to take up the post.

Key Principles

For qualifying staff the University will reimburse the cost of moving **household effects only** (by surface freight), the cost of storage (up to a maximum period of six months) and insurance costs (while effects are in transit or storage). The costs must be reasonable and up to a maximum of £5,000.

In addition, new staff joining the University from overseas will receive full reimbursement of economy class fares for all members of the immediate family, i.e. spouse/partner and children. (See Relocation Claim Form)

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

Reimbursement to the University

The University is entitled to recover removal expenses from all staff that, of their own volition, terminate their employment with the University within the first 2 years of their contract. However, the University will not seek to recover expenses from staff granted an ex gratia payment on a discretionary basis.

For full details of the scheme can be viewed at

<http://www.hr.leeds.ac.uk/policies/Default.aspx?PGId=10> and click on Removal Expenses

Office use

GL Account: 52130 Tax code: I0

Cost object _____

Date contacted by preferred company requesting verification: _____

SAP purchasing completed: _____

Purchase Order Number _____

Notes:

(For example storage payments and cost running total)