

Relocation Expenses Claim Form for Staff – PR17

Please complete all details – failure to do so will result in the rejection of this claim. Please read the Guidance Notes for Claimants overleaf. Completed Forms with receipts are to be sent to your relevant faculty in People & OD
people.employmentservicesFHUM@manchester.ac.uk (Humanities), people.employmentservicesFSE@manchester.ac.uk (Science & Engineering), people.employmentservicesFBMH@manchester.ac.uk (Biology, Medicine & Health),
people.employmentservicesPSCI@manchester.ac.uk (Professional Services & Cultural Institutions)

Please Note: CLAIMS MUST BE RECEIVED WITHIN THREE MONTHS OF INCURRING THE EXPENDITURE

Title (Mr/Mrs/Dr, etc)		Forename(s)		Surname		Office Use Only	
Contact Phone Number		Payroll/Staff Number		CROWN Ref Number		Faculty:	
Relocating From (your old address)		Relocating To (your new address)		Employment Start Date			
				Date Moving House			
Allowable Expenses Categories (Guidance Notes Overleaf)			Details of Expenditure being claimed		Amount Claimed £	Quotes/ Receipt/ Invoice attached*	Office Use Only (Comment against each Expense Category)
1	Travel and subsistence costs of ONE house hunting trip. Standard travel only and no premium hotels					Yes/No	
2	Cost of temporary accommodation OR travel until your move into the new main residence. Travel from old home to University only, not temporary accommodation to work. PLEASE NOTE: YOU CANNOT CLAIM FOR BOTH					Yes/No	
3	Fees connected with house sale or purchase/rental of the new main residence, including Stamp Duty. No personal bills such as cleaning, lost deposits to vendors, etc					Yes/No	
4	Disconnection/connection of public utilities such as water, gas, electric and landline only					Yes/No	
5	Replacement of domestic goods which cannot be relocated from the previous property (such as carpets/curtains) only if your old ones are unsuitable for the new property; together with white domestic goods if they are fitted in your previous property.					Yes/No	
6	Bridging Loan Interest					Yes/No	
7	Maintenance, Insurance, Security of old residence whilst unoccupied pending disposal					Yes/No	
8	Cost of employee and close family /dependents travelling from old to new main residence					Yes/No	
9	Other (by agreement only and will be subject to Tax and NIC – National Insurance Contributions)					Yes/No	
Total to be claimed					£		£

***IMPORTANT – We pay for direct flights only, or flights with necessary change-overs. Any additional arrangements or holidays will NOT be reimbursed. All receipts must be official receipts on letter headed paper where applicable and fully annotated and in the claimants name where applicable. Thank You**

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Declaration: I confirm that the above expenses were incurred by me whilst relocating my main residence to take up my post at the University. I understand that reimbursements are made on the basis of a decreasing loan and that should my employment with the University terminate within two years of appointment, I will be required to repay a proportion of the total amount of expenses paid to me. I consent to you making any such necessary deductions from my salary in accordance with the Relocation Policy.

Signature of Claimant:		Date:	
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For Official Use Only – To be completed by People & OD Operations – I authorise payment in respect of this claim

Amount £:		Budget Code:	LA00491*4313
Initiated by P&OD(Print Name):		Initiated by P&OD (Signature):	
Authorised by P&OD Manager (Print Name):		Authorised by P&OD Manager (Signature):	

IMPORTANT INFORMATION: Reimbursement will only be made upon provision of Original Receipts and Invoices. Please see the guidance below for details of expenditure that can be claimed

Staff Relocation Expenses Guidance Notes for Claimants

1	You may claim for expenditure incurred within the categories set out above, up to the total amount as set out in your offer letter and in accordance with the Relocation Policy. The university will not reimburse expenses for services provided by another part that Crown could provide. For example, you cannot claim for the cost of moving your furniture if you chose to use another removal service other than Crown. Any currency conversions required will be completed by People & OD Operations based on the receipt date of the expenditure.
2	Expenditure in categories 1 to 9 on the front of this document are exempt from Tax and Class 1A National Insurance Contributions (NIC) for amounts up to a total of £8,000 in accordance with HMRC rules, if they are in connection with moving your main residence. If for example, you stay in your new home only during the week, return to your existing family home most weekends and your family do not intend to move permanently to your new home, then your old home will probably remain your main residence. However, if you buy a new home, move into it with your family and rent out your old home, your new home will probably be your main residence.
3	For reimbursement of visa and IHS costs and how to claim, you will have been sent details of how to claim when your Certificate of Sponsorship was sent to you.
How to Submit your Claim Form	
4	All claims must be accompanied by original receipts/invoices. Credit card statements, booking, registration or application forms, cheque stubs, photocopied receipts, etc DO NOT qualify as receipts.
5	Claims must be submitted within THREE MONTHS of incurring the expenditure. Claims submitted after this period may not be reimbursed. Reimbursements will be made directly into your bank account.
6	If you have any queries about your claim or payment, please contact your Faculty Employment Services Team on the email listed at the top of this form or telephone People & OD Operations on 0161 275 4499

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