



Name of Employee

Institution

Category of Staff

Date employment commenced

Address for correspondence
(Include e-mail address & telephone number)

Payroll Number:

Last four digits of Bank A/C

Description of Expense (Receipted invoices and documents should be attached)

	£ (Sterling)
1. Legal and other costs of sale and purchase of property	
Solicitors' fees	
Search, survey and property enquiry fees	
Mortgage arrangement/redemption fees	
Estate agents' fees or advertising costs	
Valuation Fees	
Conveyancing	
Stamp duty	
Land registry fees	
Registration fees	
2. Removal and travel costs	
Removal costs	
Excess baggage allowance	
Travel costs	
Storage costs	
Total Claim (to maximum of £8,000)	

Employee's Declaration

I confirm that I am seeking reimbursement for relocation because I am changing my main residence and not acquiring a second home.

I agree that I will pay all or part of the amount reimbursed if I leave the University's employment within three years, as specified in Repayment Conditions paragraph.

Signature _____

Date _____

Claim approved by (Head of Institution/comparable authority)

Signature _____

Date _____

Printed Name _____

Note to approving body:

Send approved claims for centrally funded staff to Office Manager, Finance Division, Greenwich House, Madingley Road. Send approved claims for non-centrally funded staff to your School Finance Manager with your cost code inserted here:

May 2009