**PLEASE COMPLETE ALL RELEVANT SECTIONS OF THIS FORM**

Applicants should only apply for reimbursement of expenses once they have read and understood the terms of the University’s [Relocation Policy](https://www.cardiff.ac.uk/jobs/what-we-can-offer/financial-benefits/relocating-to-cardiff).

|  |  |  |
| --- | --- | --- |
| **SECTION 1: YOUR DETAILS** | Surname: |  |
| Forenames: |  |
| Title: |  |
| Employee Number: |  |
| College/Professional Service: | Choose an item. |
| School/Department: | Choose an item. |
| Post Title: |  |
| Employment Start Date: | Click here to enter a date. |

**SECTION 2: RELOCATION/REMOVAL EXPENSES**

Please provide a detailed breakdown of all costs incurred and provide all necessary receipts. Please note that invoices will not be accepted as proof of purchase.

|  |  |  |
| --- | --- | --- |
| **Cost Type** | **Amount Claimed** | **Amount Reimbursed by HR****(To be completed by HR)** |
| **Removal costs (please provide a breakdown of costs and 3 written quotes)**  | £ | £ |
| **Costs incurred for the sale and purchase of a property:** | £ | £ |
| **Travel costs:** | £ | £ |
| **Visa costs:***Please refer to section 7 (“Visa Costs”) of the University’s* [*Relocation Policy*](https://www.cardiff.ac.uk/jobs/what-we-can-offer/financial-benefits/relocating-to-cardiff) *for information on Tax and NI liability.* | £ | £ |
| **Were the visa costs you are claiming incurred whilst living abroad or within the United Kingdom?**  | Choose an item. |
| **Any other costs:** | £ | £ |
| **Total Costs incurred:** | £ | £ |
| **Are you receiving financial support for removal expenses from any other source?** |
| Yes [ ]  | No [ ]  |
| I have read and understand the terms of the University [Relocation Policy](https://www.cardiff.ac.uk/jobs/what-we-can-offer/financial-benefits/relocating-to-cardiff) and I have updated my address details on [CORE HR](https://pobl.cardiff.ac.uk/). |
| **Signature:** |  |
| **Date:** | Click here to enter a date. |

NB - Any claims for reimbursement found to be misleading or fraudulent will be handled via the [Disciplinary Procedure](http://www.cardiff.ac.uk/public-information/freedom-of-information/publication-scheme/policies-and-procedures).

**Applicants should now submit this form and all supporting documents (receipts, quotes etc.) to your local School Office/ Departmental Administrator, who will co-ordinate the completion of Section 3 and submit to the HR Service Centre on your behalf for processing.**

**SECTION 3: LOCAL BUDGETARY APPROVAL (to be completed by local School Office/ Departmental Administrator)**

|  |  |
| --- | --- |
| **Name of authorised local budget holder (please print):** |  |
| **Signature:** |  |
| **Date:** | Click here to enter a date. |
| **Funding Code:** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Local approver should now scan and send the completed and authorised form and all supporting documentation (receipts, quotes etc.) to the HR Service Centre using the following email address:** **relocation@cardiff.ac.uk**

**Note: a form that does not contain all required information and signatures will be returned by HR for completion.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Document****Title** | **Version number** | **Date created/modified** | **Reasons for creation/modification** | **Review date** | **Squiz Asset #** | **Name of document custodian/creator** |
| Application for Reimbursement for Relocation Expenses | 2 | 1 August 2019 | Policy review | August 2020 | 189406 | HR Administration Manager |