



ORMISTON
SIX VILLAGES
ACADEMY



RELOCATION EXPENSES CLAIM FORM

Reviewed by the Principal: May 2017
Date of next review: May 2018

Relocation Scheme Expenses Claim Form

Employee Personal Details

Mr Mrs Miss Ms Other:

Full Name and Legal Title:

Address:

Telephone Number:

E-mail/and or Fax:

Job Title:

Line Manager's Name:

1. Please read Relocation Reimbursement Scheme for Teachers which can be provided by Finance & HR Department and the conditions below.
2. If this is your first claim, and you have not already registered, in writing, your intention to move, the statement overleaf must be completed before expenses can be paid.
3. You must produce proof of expenditure – please attach original quotes, receipts, travel tickets etc.
4. Under no circumstances will the maximum figures of either £1,400 or £400 be exceeded.
5. All expenses reimbursable under this scheme are exempt from income tax and national insurance contributions as long as they are incurred before the end of the tax year in which you take up your employment.
6. Forward your completed claim to the Finance & Business Director.

Details of Expenses

Receipt	Category	Details of Expenses	Amount
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Ref/Date	(e.g. Legal/estate agent fees, storage, removals)		
Travel	Number of miles		
	Bus/rail fare		
Subsistence	Meal allowances		
	Overnight accommodation		
Totals		Total amount this claim	
		Total of previous claims	
		Total to date	

I certify that I have incurred the above expenditure in accordance with the provisions of the Relocation Reimbursement Scheme for Teachers. I understand that these allowances must be repaid in full should I leave the Academy's employment within two years of my appointment and if I leave within the third year I must repay a proportion as specified in the scheme.

Employee Signature:	Date: / /
Authorised signatory:	Date: / /
Print name of Authorised signatory:	

For office use only – Date recorded in HR & passed to payroll:
Relocation Expenses – Conditions

You can claim full reimbursement of expenses under the scheme if all the following circumstances apply:

- The relocation scheme was offered as part of the recruitment package and,
- You currently live outside a 30 mile radius from your new place of work; and your new home will be at least 15 miles nearer, and within the 30 mile radius and,
- You have incurred expenses because you need to move your main/principal residence in order to take up your new job with the Academy and,
- Your spouse or partner is not receiving assistance with the relocation from another source. If he or she is entitled to receive relocation expenses from another source, but that scheme does not fully meet all the elements of this scheme, then agreement may be reached on reimbursement of some elements after discussion with the Finance & Business Director and,
- You registered in writing, within three months of your appointment, your intention to move, and your actual move has taken place within two years of taking up your appointment.

I confirm that I have read and accept the current conditions of the Academy Relocation Reimbursement Scheme for Teachers.

Please accept this as written confirmation of my intention to move in accordance with the Scheme.

Employee Signature:	Date: / /
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If you have any questions about the Relocation Scheme you should speak to the Finance & Business Director.