

REMOVAL AND RELOCATION EXPENSES CLAIM FORM

All Claims to be presented within one year of commencement of employment (unless otherwise agreed under the 'exceptional circumstances' provisions). **Please ensure you give the claim value in the currency in which it was paid. The University will undertake any conversion at the point of reimbursement.**

Name of Claimant	
Department/Section and Campus	
Employment start date	
UK Location	

Removal Expenses		
Approved travel (if outside the EU). Please provide details:	Claim value :	invoice attached YES/NO *
Removal of household effects. Please provide details:	Claim value:	invoice attached YES/NO *
Removal of office equipment (within 12 months of appointment). Please provide details:	Claim value:	invoice attached YES/NO *
* If NO please provide explanation		

Storage Costs: max £1,000 (pro rata for part-time staff)		
Storage – please provide details:	Claim value:	invoice attached YES/NO *
* If NO please provide explanation		

Relocation Expenses		
Fees associated with sale/purchase/rental of new home. Please provide details:	Claim value:	invoice attached YES/NO *
Temporary accommodation charges. Please provide details:	Claim value:	invoice attached YES/NO *
Other approved costs – please list items (continue on reverse if necessary) <ul style="list-style-type: none"> ■ ■ 	Claim value:	invoice attached YES/NO *
* If NO please provide explanation		

Signed: Date:

Please return to: Deputy Payroll Manager, email: paymail@essex.ac.uk, or by post to Human Resources, University of Essex, Wivenhoe Park, Colchester CO4 3SQ, Essex, UK.



Removal and Relocation claim continued.....

Other approved costs – please list items (continue on reverse if necessary)	Claim value:	invoice attached YES/NO *
<ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ ■ ■ 		

For HR/Payroll use only: Expenditure Approved: Date:



Reimbursement of Removal and Relocation Expenses: Bank Account Details

PLEASE WRITE CLEARLY IN CAPITAL LETTERS

Your full name as shown on your bank account	
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Home / residential address	
House number and Street	
Town/City	
Post code/ Zip code	
Country	
Your email address	

The full address of your bank	
Your bank account number	
Your bank Sort Code	

For EU candidates*: the bank IBAN number	
For US candidates*: the bank Routing number	

***All other international candidates need to check with their bank to see if there is any additional information they should provide to ensure a safe transfer of funds**

- Please return this form with your Expenses Claim to: Payroll Manager, Human Resources, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ. Alternatively scan in your documents and receipts and email to paymail@essex.ac.uk .
- When completing the claim form, expenses should be shown in their original currency. We will convert all expenses to the currency requested at the time of reimbursement.
- If reimbursement is claimed following commencement of employment, expenses will be paid via the University payroll.