## RELOCATION EXPENSES FORM

|  |  |
| --- | --- |
| **Section 1** | **To be completed by School/Function** |
| **Employee Name** | Click here to enter text. |
| **Employee/Payroll Number** | Click here to enter text. |
| **School/Department** | Click here to enter text. |
| **Level of relocation assistance** | Grade Choose an item.Previous Address Click here to enter text.Eligibility Value: Choose an item.For more details <http://www.reading.ac.uk/internal/humanresources/Recruitment/humres-relocationassistance.aspx> Claim value: £Click here to enter text.UoR Start Date Click here to enter a date.Invoice Date Click here to enter a date. |
| **Attachments** | [ ] Original receipts [ ] Online Receipts  |
| **Project Code** | Click here to enter text. |
| **Head of School/Function Signature** | Click here to enter text. |
| **Print name** | Click here to enter text. |
| **Date** | Click here to enter a date. |

|  |  |
| --- | --- |
| **Section 2** | **To be completed Human Resources** |
| **Level of relocation assistance approved?** | [ ] Yes [ ] No  |
| **If no, please provide explanation** | Click here to enter text. |
| **Signature** | Click here to enter text. |
| **Print Name** | Click here to enter text. |
| **Date** | Click here to enter a date. |

|  |  |
| --- | --- |
| **Section**  | **To be completed Finance**  |
| **Account code** | **4225** |
| **Project code** **(This should be the School/Function Code)** | Click here to enter text. |
| **VAT code** | [ ] PP Receipt has VAT on itAmount of invoice net of VAT £Click here to enter text.Amount of VAT £ Click here to enter text.Gross value of receipt £ Click here to enter text.[ ] PZ Receipt does not have VAT on it, or no receipt attached  Amount £Click here to enter text. |
| **Claim Value**  | Click here to enter text. |  |
| **Attachments** | [ ] Original receipts [ ] Online Receipts  |
| **Payment authorised?** | [ ] Yes [ ] No  |
| **If no, please provide explanation** | Click here to enter text. |
| **Tax Authorisation****Signature** | Click here to enter text. |
| **Finance Signature** | Click here to enter text. |
| **Print Name** | Click here to enter text. |
| **Date** | Click here to enter a date. |