

Claim for Reimbursement of Removal Expenses by Newly-Appointed Staff

Name (block letters)	Title of Post	
School or Office	Starting Date	If appointed on a fixed term contract state duration (see note 1)
Present Address	New Address	
<p>I have read and accept the conditions for this scheme and wish to claim reimbursement of household removal expenses, legal fees and estate agents' fees as set out below. I attach two estimate of cost of removal and the receipt of the actual amounts paid.</p> <p>I accept the conditions under which a refund will be made. I agree that any repayments due to the University in accordance with the conditions may be deducted directly from my salary or from payments otherwise due to me from the University.</p> <p>Date Signature</p>		

Expenses (NB attach estimates and receipts)			Total expenditure Including VAT	Approved
(a) Removal Costs (claim for lower of two estimate only will be accepted)				
Estimate (i): company details and amount				
Estimate (ii): company details and amount			£	
(b) Legal fees	Old Home	New Home		
Details:			£	
(c) Estate Agent's fees				
Details:			£	
TOTAL EXPENSES			£	
TOTAL AMOUNT CLAIMED (NB Total may not exceed £8,000):			£	

The completed form should be forwarded to the People Directorate, Avery Hill Campus, Southwood Site.

Approved: Executive Director of People Date

VOTE CODE				
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- 1 When household removal is necessary upon appointment removal expenses may be reimbursed wholly or in part to a member of staff appointed to a permanent post, or to a fixed term post with a contract in excess of two years' duration.

Persons appointed for two years or less on a fixed term contract are not eligible for reimbursement.
- 2 Payment of such expenses is in all cases subject to the claimant giving an undertaking to remain in the service of the University of Greenwich for at least two years after the date of appointment and at least one year after the date of the move. Persons leaving within the two year period will be required to repay to the University any reimbursements received as follows:
 - (i) If leaving within 1 year of date of appointment or 6 months or less from the date of changing residence, a full refund is expected.
 - (ii) If leaving within 2 years of date of appointment, having completed more than 6 months' service from the date of changing residence, a 50% refund is expected.
 - (iii) If leaving after 2 years of date of appointment but having completed more than 6 months but less than 1 year's service from the date of changing residence, a 50% refund is expected.
- 3 Expenses comprise the cost of removal of furniture and effects (including associated insurance), related estate agents' and legal fees for the sale of the old property and the purchase of the new and stamp duty, where appropriate. Newly appointed staff who move their home in order to live closer to the University should be able to claim against actual expenditure up to a total of £8,000.
- 4 Two estimates (originals) of cost of removal are required and should be forwarded, together with the receipt of the actual amount paid, with the claim form. The originals of receipts for legal fees and estate agent's fees should also be attached.
- 5 Household removal must normally be completed within two years of taking up a post in order for the post holder to receive reimbursement of expenditure. This period may be varied at the discretion of the Executive Director of People.
- 6 Reimbursement of removal expenses will only be approved in cases where a change of location results in a significant improvement in travelling arrangements between the applicant's home and normal place of employment.
- 7 If within a period of 3 years from the date of removal a person takes up residence in a location which significantly worsens their travelling arrangements between residence and normal place of employment, all such reimbursement will be repaid to the University.
- 8 Any repayments due to the University will be deducted in whole or in part directly from salary or from any other payments outstanding from the University.

DATA PROTECTION ACT: The information which you give will be used only for the purpose for which it was collected. It will not be disclosed to any third party, except within the terms of the Act. It will be kept securely, and will be kept no longer than necessary