**Relocation Expenses Claim Form**

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| 1. Please itemise all expenditure incurred under the headings below and attach vat receipts. All claims must be authorised by the Dean/Director of Service.
2. Please refer to the Relocation Expenses Policy to ensure what is being claimed below meets the criteria for tax exemption and Edinburgh Napier’s permitted relocation reimbursement expenses.
3. Please note that Visa Application costs are the only permitted expenses for sponsored employees and the Main Applicant fee only should be claimed via Agresso, not submitted on this form - <https://fin.napier.ac.uk/BusinessWorld/Default.aspx>. Please note that this expense is over and above your agreed relocation package.
4. You can choose to submit elements of your claim separately however cannot make a claim for anticipated expenses – receipts showing proof of spend are required for all items outlined.
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| Name: |  | **School/Service** |  |
| Employee Number: |  | **Role Title:** |  |
| Start Date: |  | **Agreement signed:** | ☐  |
| Original Main Residence Address: |  | **New Main Residence Address (if already relocated):** |  |
| Is this your first claim? | Yes/No | **Is this claim within 6 months from your start date?** | Yes/No(If no, please outline the reasons why) |
| Please itemise the claims as per the categories below and confirm respective receipts are attached. Please ensure to list each expense separately rather than as a combined amount.  |
| Type of Expense | **Cost** (if receipts are in a different currency, please convert to GBP and list conversion date) | **Date and supplier** (e.g. Booking.com) | **Receipt attached**  |
| Professional Service Costs |  |  | ☐ |
| Transportation Costs |  |  | ☐ |
| Travel and Accommodation Costs |  |  | ☐ |
| Temporary Accommodation Costs |  |  | ☐ |
| Amount Claimed: | £ | **Total Amount Claimed (including any previous claims)** | £ |
| Signed by employee: |  | **Date:** |  |
| **Print Name:** |  |
| Signed by Dean of School/Director of Service: |  | **Date:** |  |
| **Print Name:** |  |