

Relocation Expenses Scheme

Approval of Relocation Grant and Interest Free Loan (Rel 1)

This form should be completed **prior** to the post being advertised and retained on the job file. The purpose of completing this form is to authorise the maximum amount of grant and interest-free loan that can be given to the successful applicant. This amount must have been agreed by the Chief Executive Officer or a designated senior manager.

Post to be advertised: _____

Department/Division/Board: _____

1. Calculation of Relocation Grant

The grant is to be calculated in accordance with the provisions of the Relocation Expenses Scheme. Regard must be taken of any recruitment allowance included in the salary of the post. Please state any such allowance here: £

	Amount £	Comments
Grant payable (normal maximum of £10,000)		

Authorisation of Relocation Grant

I certify that no advance / a maximum advance of £ can be made available for this post.

Signature

Name

Job Title

Date

Authorisation of interest free advance of salary

I certify that no advance / a maximum advance of £ can be made available for this post.

Signature

Name

Job Title

Date

Copy to

Department Management file
OHR, Recruitment

Date: / /
Date: / /