

|  |  |
| --- | --- |
| **Note:** | THIS FORM **MUST** BE COMPLETED AND AUTHORISED BY THE BUDGET HOLDER  **PRIOR** TO THE POST BEING ADVERTISED. PLEASE REFER TO THE RELOCATION  POLICY FOR ELIGIBILITY CRITERIA. |
| **Post Title:** |  |
| **Post Location:** |  |
| **Budget Holder Name & Signature:** |  |

# AUTHORISATION FOR REMOVAL EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
| **I confirm this post is eligible for reimbursement of removal expenses?** | **YES** |  | **NO** |
|  |  |  |  |
| **I confirm this appointment is for a period of less than 12 months?** | **YES** |  | **NO** |
| *(Staff appointed for a term of 12 months or less may be reimbursed*  *to a maximum of £1,000 inclusive of VAT)* |  |  |  |
| **I confirm this appointment is for a period of more than 12 months?** | **YES** |  | **NO** |
| *(Staff appointed for a term of 12 months or more may be reimbursed*  *to a maximum of £7,000 inclusive of VAT)* |  |  |  |

I understand that the maximum amount available for reimbursement of removal expenses is not to exceed £7,000 inclusive of VAT and that all claims must be accompanied by bona fide receipts which I will verify and forward to Payroll for processing.

I understand that reimbursement of removal expenses will not be made to staff where a claim is submitted outside the period of 12 months from start date.

# AUTHORISATION FOR HOUSING ASSISTANCE

**Is this post eligible for Housing Assistance YES NO**

I confirm that this post is for a period of two years or longer and I understand housing assistance is available to a maximum of £250 per month for a maximum period of two years.

I further confirm that I will verify the rental agreement/book or mortgage evidence submitted by the employee as evidence before forwarding to payroll with Form REL4.

# AUTHORISATION FOR RECRUITMENT INCENTIVE

**Is this post eligible for Recruitment Incentive YES NO**

I confirm that this post is hard to recruit to and the additional funding is available. This amount will be £3,000.

Any recruitment incentive agreed will be payable in 3 equal instalments paid on completion of the 1st, 13th and 25th month of employment.