

Your relocation costs

Public Services Commission | Calculation and Authorisation of Relocation Grant (REL2)



Moving house can be an expensive process, and we don't want you to feel out of pocket for starting your new life on the island, so the costs of your removal and relocation will be reimbursed to you up to a maximum of £10,000. In order to claim an expense, you will need to provide your manager with your receipts, so make sure you keep these. Also, keep in mind that any expense claims must be made within 12 months of your start date, otherwise we cannot reimburse you.

Once completed, this form should be sent to payroll, and the costs will be reimbursed along with your salary.

Calculation and authorisation (for line manager to complete)

Is this a permanent appointment? Yes No

If no; Appointment duration (months)

Total grant payable

The amount payable is dependent on the length of the contract. 3+ years or permanent appointments are granted a total maximum of £10,000. Less than 1 year appointments receive no grant. 1-3 year appointments are granted a pro rata amount calculated as follows: $10,000 \div 36 \times \text{appointment duration (months)}$.

I certify that this grant as above has been approved and can be paid.

Name

Job title

Signed Date

Declaration and undertaking to repay (for applicant to complete)

In consideration of the Isle of Man Government providing me with financial assistance as set out in this document, I undertake that if within three years of the date of my appointment to this post I either resign or am dismissed from such service for reasons of discipline, I shall repay to the Isle of Man Government a proportionate amount of the total assistance advance to me. The amount to be repaid will be directly proportional to the number of months' uncompleted service during the first three years. Where possible this will be reclaimed through final salary. I understand that any financial assistance made to me will be made in line with the 'Civil Service Relocation Expenses Scheme' policy.

Name

Job title

Start date

Signed Date