

# Your relocation costs

Manx Care | Removal Expenses Claim Form (REL3)



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. The costs of your removal and relocation will be reimbursed to you up to £7,000 inclusive of VAT (£9,000 in exceptional circumstances as approved by the Chief Executive; £1,000 for staff appointed for a term of 12 months or less). In order to claim an expense, you will need to provide us with your receipts, so make sure you keep these. Also, any expense claims must be made within 3 months of your start date, otherwise we cannot reimburse you. If you are not sure if something can be claimed, please contact the recruitment team in Human Resources on +44 (0) 1624 686300.

We recommend that you complete this form as and when the expenses occur. After you have started in the role, please return it completed to your line manager for their authorisation. It should then be sent to payroll, along with receipts, and the costs will be reimbursed along with your salary.

## Claims

Cost related to (e.g. removal; property selling)	Specific cost (e.g. flight; removal fee)	Amount (GBP)	Running Total (not to exceed £7,000)

## Declaration

I declare that the information provided on this form is true and accurate, and that no spouse or partner of mine is pending receipt of, or has already received, expenses from the Isle of Man Government. In accordance with the Isle of Man Government Manx Care Relocation Policy Section 3.5, I hereby acknowledge that, as a condition of receiving payment of relocation expenses, if I leave the service of Manx Care within a period of two years, a recovery of expenses paid will be made from my salary proportionate to the unexpired period.

Name

Job title

Start date

Signed  Date

## Line manager authorisation

Name

Job title

Signed  Date