## RELOCATION EXPENSES FORM

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| **Section 1** | **To be completed by School/Function** |
| **Employee Name** | Click here to enter text. |
| **Employee/Payroll Number** | Click here to enter text. |
| **School/Department** | Click here to enter text. |
| **Level of relocation assistance** | Grade Choose an item.  Previous Address Click here to enter text.  Eligibility Value: Choose an item.  For more details <http://www.reading.ac.uk/internal/humanresources/Recruitment/humres-relocationassistance.aspx>  Claim value: £Click here to enter text.  UoR Start Date Click here to enter a date.  Invoice Date Click here to enter a date. |
| **Attachments** | Original receipts  Online Receipts |
| **Project Code** | Click here to enter text. |
| **Head of School/Function Signature** | Click here to enter text. |
| **Print name** | Click here to enter text. |
| **Date** | Click here to enter a date. |

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| **Section 2** | **To be completed Human Resources** |
| **Level of relocation assistance approved?** | Yes  No |
| **If no, please provide explanation** | Click here to enter text. |
| **Signature** | Click here to enter text. |
| **Print Name** | Click here to enter text. |
| **Date** | Click here to enter a date. |

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| **Section** | **To be completed Finance** | |
| **Account code** | **4225** | |
| **Project code**  **(This should be the School/Function Code)** | Click here to enter text. | |
| **VAT code** | PP Receipt has VAT on it  Amount of invoice net of VAT £Click here to enter text.  Amount of VAT £ Click here to enter text.  Gross value of receipt £ Click here to enter text.  PZ Receipt does not have VAT on it, or no receipt attached  Amount £Click here to enter text. | |
| **Claim Value** | Click here to enter text. |  |
| **Attachments** | Original receipts  Online Receipts | |
| **Payment authorised?** | Yes  No | |
| **If no, please provide explanation** | Click here to enter text. | |
| **Tax Authorisation**  **Signature** | Click here to enter text. | |
| **Finance Signature** | Click here to enter text. | |
| **Print Name** | Click here to enter text. | |
| **Date** | Click here to enter a date. | |