



Relocation Expenses Claim Form

Please refer to the University's Data Protection Statement for more information on how we use your data.

Employee name		Department	
Job Title		Start date	
Payroll Number Where do I find my Payroll Number?			
PersonID (Internally known as RES NO) Where do I find my PersonID?			
Address relocated from (this is your home address as stipulated on your job application form)			
New address			

Details of Expenditure

Please attach receipts and supporting documentation for all expenses claimed.

If you are claiming for temporary accommodation/commuting costs, please confirm that you are intending to move to permanent accommodation to complete your relocation within 6 months - please answer 'Yes' or 'No' in the text box.

Date (when costs incurred)	Details	Amount £
Total relocation claim		

Repayment Terms

In the event that you resign or are dismissed you will be required to repay on a pro-rata basis any relocation assistance received from the University as follows:

- Less than one year from start of employment – 100% of relocation claim
- More than one year but less than 2 years from start of employment – 50% of relocation claim
- More than 2 years but less than 3 years from start of employment – 25% of relocation claim

If an expense is incurred and the move of residence does not occur the expense will have to be recovered over the same period it was paid.

Employee Declaration

I declare that the expenses claimed are in accordance with the rules and eligibility criteria set out in the University's Relocation Policy and that no other claim has been or will be made for this expenditure from the University or any other organisation.

I understand and agree to the Repayment Terms and authorise the University to deduct any outstanding amount which is repayable from my final salary if repayment terms have not been agreed in advance of my last day of employment.

Signature		Date
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UK Tax Assessment

In order for the expenses to be reimbursed free of tax and National Insurance contributions, you must:

- a. Incur the expense within five years of the date that you first arrived in the UK to work; and
- b. Not have been:
 - Present in the UK for any purpose in the two-year period prior to this arrival date; or
 - Resident in the UK for tax purposes (e.g. been in paid employment) in either of the two UK tax years prior to your arrival date*.

Please note that the tax year runs from 6 April to 5 April. If you do not provide the following information, the University will deduct UK tax and National Insurance contributions from the total sum claimed and you will need to contact HMRC to recover any tax you should not have paid.

1. Date you first arrived in the UK to work	
2. Were you present in the UK for any purpose in the two year period prior to the date you first came to the UK to work (e.g. vacation, conference etc)	
3. Were you resident in the UK for tax purposes (i.e. worked in the UK) in either of the two tax years prior to the date you first came to the UK to work	
*Please note: you would be considered a resident if you were in the UK for 183 days or more in the relevant tax year.	

If you answered 'yes' to Question 3, please complete the section below. If you answered 'no', please proceed to the next section.

Relevant tax year		Dates resident in the UK in the relevant tax year	
From 6 April:	To 5 April:	From:	To:
From 6 April:	To 5 April:	From:	To:

PLEASE RETURN THIS FORM TO YOUR [RECRUITMENT CO-ORDINATOR](#) BY EMAIL.

Human Resources Use			
Product	P-TR-00	Account	4284
Cost code to be charged		Total authorised for payment	
Authorising signature		Date	

Payroll Use			
Authorising signature		Date	

Additional Information

Employees are able to access their own payroll number through [Employee Self Service \(ESS\)](#). It can be found either on a payslip, or in 'my profile'.

How do I find the payroll number on my payslip?

- To find your previous payslips, log into ESS and click on the 'my pay' option in the menu on the left-hand side of the screen.
- From this page you can view or download your payslips.
- On your payslip your payroll number is referred to as '**Reference No**'. You will find this near the top of the payslip under your name.

How do I find my payroll number in 'my profile'?

- Log into ESS and click on the button called 'view profile'. You can find this in the top left hand corner.
- At the top of the screen, it will say 'my profile'. Below this you will see two options 'personal' and 'employment'.
- Click on 'employment'. Your employment history at the University will appear.
- Click on your current position. Your payroll number can be found in the box titled 'payroll reference'.

How do I find my RES NO number for any HR forms?

1. Go to [Person Finder](#)
2. Enter your name and click search
3. Under 'Personal Information', on the right-hand side of the table, you will see 'PersonId'.