**Relocation Claim Form**

DATE STAMP:

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| --- | --- |
| **Employee name:** | Enter name |
| **Employee number:** | Enter employee number |
| **Department:** | Enter department |

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| **Type of expense**e.g. Fees of solicitors for house purchase | **Receipt****enclosed** | **Amount of expense** | **Currency****If not British** **Pounds** | **Amount payable(HR input only)** |
| 1. Choose an item.
 | **[ ]**  | Enter amount | Enter currency | **£** |
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 | **[ ]**  | Enter amount | Enter currency | **£** |
| **Total Claimed** | Enter amount | Enter currency | **£** |
| I certify that these expenses were necessarily incurred in my relocation and I attach the receipts associated with my claim (Please note that expenses will only be reimbursed if accompanied by a receipt detailing the expense incurred - credit card flimsies or statements are not acceptable as proof of purchase). I understand that in the case of leaving Lancaster University before completing 2 years’ service I will be required to repay the expenses claimed in whole or in part. |
| Signed: …………………………………………………………….. | Date: …………………………………………………………….. |