Appendix D

A blue and white logo

Description automatically generatedPerth & Kinross Council

**REMOVAL & RELOCATION SCHEME**

**Removal Expenses**

**Employee Claim Form**

|  |  |
| --- | --- |
| Employee’s Name:  Service:  Tel No:  Employee Base:  Current Home Address:  Postcode: | Job Title:  Payroll No:  Start Date:  Previous Home Address:  Postcode: |
| Date of Submission of Form  1st Claim [ ]  Subsequent Claim [ ]  Final Claim [ ] | Total Amount Claimed  **Please tick appropriate box** |
| I certify that I have read and understood the Council’s Removal & Relocation Policy and Guidance and now claim the under noted expenses which include:  Details of Expenditure (NB – Maximum Total Claim - £8,000 inclusive of VAT) | |
| 1. Pre-employment Visits £ 2. Travel on Day of Removal £ 3. Rental Expenses £ 4. Storage Charges £ | 1. Removal Expenses £ 2. Legal Fees £ 3. Commuting Allowances £ 4. Miscellaneous Payments   (Maximum Claim £750) £ |
| Please enter amounts for those items being claimed on this form and describe your claim in the explanation box below. | |

|  |
| --- |
| Explanation: |
| **DECLARATION**  **The above expenditure has been incurred as a result of taking up my appointment with Perth & Kinross Council. Neither I nor any member of my household has received or intends to claim financial assistance from any other source in respect of this relocation.**  **Signed: Date:** |

On completion, send to [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk) accompanied by all appropriate receipts/proof of payment and documentation.

Failure to fully complete the form and attach all relevant receipts and documentation may result in payments being delayed. Claims will be paid with your salary at the next available pay period.

|  |  |  |
| --- | --- | --- |
| **For Payroll Use** |  |  |
| **Authorised by** |  | **Date** |
| **Element 5020** | **Input by** | **Date** |
|  | **Checked by** | **Date** |