# Relocation Expenses Declaration Form

Newly appointed members of staff to College who satisfy the eligibility criteria are eligible to claim reimbursement for some of the costs involved when relocating to take up an appointment.

There are a number of restrictions on what can be claimed and conditions attached to the reimbursement of expenses. The expenses and benefits must relate to:

○ the purchase or rental of a new permanent main residence \* and

○ a change to the sole or main residence including the sale or the old residence, and if applicable and

○ the new residence must be within 30-mile radius distance of the new normal place of work, and the old residence must not be within reasonable daily travelling distance of the new normal place of work.

\* If expenses relate to a property, whether purchase or rented, that is not a new permanent main residence you will not be entitled to the relocation exemption.

**Please tick as appropriate**

**Important – Please read**

Members of staff on fixed-term contracts are not required to repay any relocation expenses claimed if they fulfil the full term of their fixed term contract. Permanent staff who remain in post for less than three years will be required to repay all or part of the sum reimbursed in accordance with the Policy. Staff who wish to make a claim under the Relocation Policy need to confirm that they have received and read Section 9.0of the Policy and agree to make the appropriate repayments should they leave the College during the relevant periods.

**Declaration:**

I confirm that I have read and agree to the terms of the College’s Relocation Policy. I agree to repay the Royal Holloway all or some of the Relocation Expenses paid to me in accordance with the terms of the policy if I voluntarily decide to leave the Royal Holloway before the end of my fixed term contract or before completing three years’ service.

Following written notification of the amount to be repaid, I hereby authorise the College to deduct any such repayment from my salary. I will make arrangements to repay any further monies owing within one month of leaving the College.

Signed:…………………………………………….

Name: ……………………………………………… Date: …………………………………………….