

## Removals and Relocation Policy

<b>Approved By:</b>	Trust Board
<b>Date Approved:</b>	<b>9 December 2004</b>
<b>Trust Reference:</b>	<b>B36/2024</b> This version replaces the old cat A, Trust Ref: <b>A10/2004</b> . PGC is aware of the Trust Board's decision. Agreed 11th April 2024.
<b>Version:</b>	October 2021
<b>Supersedes:</b>	June 2018 (review date extension approved in Sept 2021)
<b>Author / Originator(s):</b>	Michael Walsh – People Partner
<b>Name of Responsible Committee/Individual:</b>	Chief People Officer
<b>Latest Review Date</b>	15 October 2021 – Policy and Guideline Committee
<b>Next Review Date:</b>	<b>June 2025</b>

## CONTENTS

<b>Section</b>		<b>Page</b>
<b>1.0</b>	Introduction and Overview	3
<b>2.0</b>	Policy Scope	3
<b>3.0</b>	Definitions and abbreviations	4
<b>4.0</b>	Roles	4
<b>5.0</b>	Policy implementation and associated documents	4
	<b>5.1</b> Eligibility	4
	<b>5.2</b> Service Requirements for Eligibility	5
	<b>5.3</b> Expenses Payable	6
	<b>5.4</b> Legal and Associated Expenses	6
	<b>5.5</b> Estate Agents'/Auctioneers' fees	7
	<b>5.6</b> Stamp Duty	7
	<b>5.7</b> Mortgage Fees	7
	<b>5.8</b> Travelling Expenses	7
	<b>5.9</b> Interim Accommodation	8
	<b>5.10</b> Removal/Storage Expenses	9
	<b>5.11</b> Method of Application	9
	<b>5.12</b> Appeals Process	9
<b>6.0</b>	Education and Training	10
<b>7.0</b>	Process for Monitoring Compliance	10
<b>8.0</b>	Equality Impact Assessment	10
<b>9.0</b>	Supporting References, Evidence Base and Related Policies	10
<b>10.0</b>	Process for Version Control, Document Archiving and Review	10

<b>Appendices</b>		<b>Page</b>
A	Taxation Implications of Removal Expenses	11
B	Forms	
	Form 1 – Application Form For Reimbursement	12
	Form 2 – Relocation Expenses Claim Form	14
	Form 3 - Payment Request Form	15
	Form 3 – Mortgage Reference Application	16
C	Policy Monitoring Table	17

### KEYWORDS

---

Relocation

Removals

Excess mileage/travel expenses

## REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

---

- This Policy no longer applies to Doctors in Training as they are covered by a national Health Education England (HEE) Policy: Relocation and Travel Expenses - Arrangements for Doctors & Dentists in Training & Public Health Trainees - <https://www.eastmidlandsdeanery.nhs.uk/psu/relocation-and-excess-travel>
- All claims must meet current HMRC (Her Majesty's Revenue and Customs) regulations.
- Excess daily travelling expenses have changed
- Other changes involve minor amendments, administrative changes and points of clarification.

## 1 INTRODUCTION AND OVERVIEW

---

This document sets out the University Hospitals of Leicester ("UHL") NHS Trust's Removals and Relocation Policy which provides financial assistance for new employees who are required to move home in order to take up a post at UHL. The policy sets out the types of expenses to be paid and the eligibility requirements to claim. This will ensure a consistent and equitable approach and that money paid for relocations is spent appropriately.

The policy refers to:

- Eligibility for removals and relocation expenses for both medical and non-medical staff
- Types of expenses and including claims for excess mileage and interim accommodation
- Timescales for submitting claims
- Legal costs associated with buying a house and any associated eligibility criteria
- Stamp duty and other fees
- Upper limits for claims of £8,000
- HM Revenue & Customs (HMRC) regulations

The policy sets out the practical arrangements including the application process and the procedure for submitting claims and includes the application forms for claims.

The terms of this policy may be varied in order that any agreement reached between the Trust and prospective employees reflects the circumstances of the appointment. Such variations will be granted at the discretion of the Chief People Officer in conjunction with the CMG Head of Operations and CMG Clinical Director (after discussion with the Medical Director in the case of medical staff). This would usually be agreed in advance as part of a specific recruitment exercise, such as overseas recruitment campaigns or where there is a clearly defined need to vary the entitlements.

The policy will be reviewed every three years but the upper ceiling for claims of £8,000 will be reviewed every two years to ensure this is in line with policies at other Trusts and HMRC regulations but also to ensure the policy provides an appropriate level of financial support to prospective employees and meets the Trust's recruitment needs.

A summary of HMRC guidelines relating to the taxation implications of removal expenses is at Appendix A.

## 2 POLICY SCOPE

---

2.1 This policy applies to all staff who are required to change their place of residence as a result of accepting a permanent post with UHL subject to their entitlement to removals and relocation expenses being agreed by the budget holder. Sections 5.2.2 to 5.2.3 refer specifically to medical staff eligibility.

This Policy does not apply to Doctors in Training as they are covered by a national Health Education England (HEE) Policy: Relocation and Travel Expenses - Arrangements for

Separate arrangements exist for specific overseas recruitment campaigns and which are subject to either corporate (for nursing) or CMG approval.

### 3 DEFINITIONS AND ABBREVIATIONS

---

HMRC – Her Majesty’s Revenue and Customs

### 4 ROLES AND RESPONSIBILITIES

---

- 4.1 The Chief People Officer has overall responsibility for the Removals and Relocation Policy and People Services will administer this policy with support from the Finance Directorate.
- 4.2 The Medical Director will have responsibility for any medical staffing issues arising from the implementation of this policy.
- 4.3 Appointing managers should discuss any requests for relocation expenses during the recruitment process and any agreement to pay relocation expenses should be agreed before the appointment is confirmed and no later than within three months of the employee commencing employment with the Trust. Any decisions to pay such expenses must be agreed by the budget holder of the department or service.
- 4.4 CMG Directors and/or CMG Heads of Operations will be required to check and authorise all claims submitted before these can be paid. They must forward authorised forms to the CMG People Partner for counter-signing. Forms for medical staff are sent to the CMG Recruitment Services HR Officer. Once authorised the claims will be submitted to the Finance Directorate for payment.
- 4.5 All payments will be processed by the Finance Directorate.
- 4.6 Employees, when making claims for relocation and removal expenses, are required to ensure that they are eligible to do so as per section 5.0 of this policy. They must ensure that all claim forms (attached at appendices A and B) are completed accurately and appropriately and in line with the notified deadlines and in accordance with the entitlements and eligibility requirements set out in section 5.3 to 5.10.

There is specific guidance regarding the eligibility for medical staff in sections 5.2.2 and 5.2.3.

### 5.0 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

---

#### 5.1 ELIGIBILITY

- 5.1.1 Removal Expenses are payable to individuals who are required to relocate their place of residence as a result of accepting a post with the University Hospitals of Leicester NHS Trust (UHL). This is subject to agreement by the appointing manager (the budget holder if different), together with People Services. Agreement is **usually** required before the appointment is confirmed. Further advice is available from People Services.
- 5.1.2 Relocation expenses will not be payable if they are recoverable from another source e.g. a partner's employer. Should this prove problematic the Trust is willing to discuss matters with the employee and the other employer, if necessary. However the Trust will not provide finance that will take total expenses (from whatever source) over the Trust ceiling for any one move unless with specific agreement as outlined at paragraph 2.1 which relates to specific recruitment campaigns.
- 5.1.3 The payment of removal expenses will be conditional on the employee giving a signed undertaking to refund the money received (in whole or part) should they leave the

employment of the Trust less than two years from their date of employment. The amount refundable will be reduced by 1/24 for each completed month of employment with the Trust and must be repaid within three months of termination of employment. Expenses will not be repayable where the employment is terminated by the Trust with the exception of cases where an individual is dismissed for reasons of gross misconduct. This section may not apply to medical staff in training, for reasons as outlined in section 5.2.

- 5.1.4 For relocation from abroad, payment is normally from port of entry. Individual cases should be discussed with the appointing manager and People Services/Recruitment Services.
- 5.1.5 Employees who accept financial assistance with relocation from the Trust will normally be expected to move within a 20 mile radius (a 10 mile radius or 30 minutes' travel time if the employee is expected to be on call from home or as per their contract or standard terms and conditions of employment for the staff group to which the employee belongs) of their regular place of work. The 20 mile distance (or 10 mile/30 minutes' travel time if required to be on call) should be calculated between the proposed new home and the furthest site from that home at which duties (or on-call) are performed.
- 5.1.6 The costs incurred should be necessary and unavoidable and, where appropriate, limited to the costs of broadly comparable accommodation. There should be no improvement in the quality of the housing at a cost to the taxpayer.
- 5.1.7 New employees must obtain agreement to claim relocation expenses within three months of commencing employment with the Trust.

Claims must be submitted within three months of expenses being incurred.

In line with HMRC regulations to which Appendix A refers, all relocation expenses must usually be incurred before the end of the tax year following that in which an employee starts their new post.

- 5.1.8 All claims must be for valid receipted items or paid by the Trust directly to Solicitors and/or Estate Agents etc on receipt of an invoice. Employees must provide written evidence that they have obtained three quotes for certain expenses, e.g. removal costs. Only the lowest of the quotes will be paid by the Trust although the individual has the discretion to use any of the three quotes.
- 5.1.9 The Trust has an upper ceiling of £8,000 payable for all eligible relocation expenses, however expenses must be seen to be reasonable. This will include any and all payments made under the remit of this policy. This upper ceiling will be reviewed every two years and will take into account current HMRC guidance (see Appendix A for a summary of the taxation implications of removal expenses).
- 5.1.10 Employees claiming expenses must read and accept the taxation implications of removal expenses outlined in Appendix A.

## **5.2 SERVICE REQUIREMENTS FOR ELIGIBILITY**

### **5.2.1 Non-Medical Staff**

- i) Normal relocation expenses are only payable to employees on a permanent contract of two years or more.
- ii) The payment of relocation expenses will be conditional on the employee giving a signed undertaking to refund the expenses received (as outlined in 5.1.3) should

they leave the employment of the Trust before completing the first two years of their contract.

- iii) The maximum entitlement that can be claimed is £8,000.

## 5.2.2 Medical Staff

Medical staff in non-training grades will not normally have removal and relocation expenses reimbursed for locum or fixed-term appointments.

### 5.2.2.1 Limited Relocation Allowances

Relocation expenses are not payable for staff on fixed-term contracts, however, should a fixed-term contract be extended to bring it over the two year eligibility criterion, it will be the employee's responsibility to approach People Services concerning additional entitlement. This may include payment for hiring a vehicle to move their possessions to the new area (the lowest of the three quotes will apply) or to pay for the legal costs incurred in setting up a rental agreement.

## 5.3. EXPENSES PAYABLE

All expenses are only payable up to the appropriate ceiling.

### 5.3.1 Owner Occupier

- i) Legal fees incurred in the sale and purchase of a property - section 5.4;
- ii) Estate Agents'/Auctioneers' fees incurred in the sale - section 5.5;
- iii) Stamp duty incurred on the purchase - section 5.6;
- iv) Mortgage applications fee and Building Society survey fee - section 5.7;
- v) Excess daily travel - section 5.8;
- vi) Any other fees should be agreed with the Trust

The purpose is not to facilitate the purchase of a second home or assist with expenses for those employees not wishing to relocate. There should be no improvement in the quality of the housing at a cost to the taxpayer.

### 5.3.2 Employees in Rented Accommodation

Legal costs incurred in setting up a new rental agreement or terminating an existing rental commitment - section 5.4.4.

### 5.3.3 General –

- i) Interim accommodation - section 5.9;
- ii) Removal and storage expenses (lowest of three quotes) - section 5.10;

## 5.4 LEGAL AND ASSOCIATED EXPENSES (ALL STAFF GROUPS)

### 5.4.1 Eligibility

- i) To be eligible for any legal or associated expenses detailed in this section, excepting rental agreements, employees must have been an owner/occupier immediately prior to their employment at the Trust.
- ii) For legal expenses relating to the purchase, the claim must be in respect of the first permanent unfurnished accommodation which the employee occupies in the new area and the employee must be selling their previous property.

- iii) For legal expenses of sale, the claim must be in respect of a house in which the employee was living immediately before the new appointment.
- iv) First time buyers will not be entitled to financial assistance for any expenses associated with the purchase of a property.
- v) Provided that the criteria of eligibility under sections 2 and those listed above are satisfied and the appropriate maximum has not already been claimed, employees can claim the following.

#### 5.4.2 Legal Fees for Sale

Employees will be entitled to reimbursement of all reasonable receipted legal and other expenses, including VAT, as agreed at the time of appointment. Where an estate agent, solicitor or auctioneer is not employed, the same principle applies (including reasonable expenses of advertising).

Compensation will not be paid for loss on the sale of the house consequent upon transfer (negative equity).

#### 5.4.3 Legal fees for Purchase

Provided the criteria of eligibility under 5.1 is satisfied the purpose of the policy is to replace on a like-for-like basis and not to facilitate the purchase of a first property. The Trust reserves the right to reimburse a lower sum than that actually incurred in the event that the employee wishes to take the opportunity to upgrade the standard of their accommodation. Provided the property in the previous area is sold, employees will be entitled to a reimbursement of reasonable receipted legal and other expenses, including VAT, as agreed within the limits of the policy.

#### 5.4.4 Rental Agreements

Provided the criteria of eligibility under section 5.1 above is satisfied, legal costs incurred in setting up a rental agreement or terminating an existing rental agreement, will be reimbursed to employees moving from and to rented accommodation, subject to the submission of original documents confirming the fee payable.

### 5.5 ESTATE AGENTS'/AUCTIONEERS' FEES

Provided that the criteria in section 5 are satisfied such fees are payable (up to a maximum of 2% of the house selling price) and include advertising costs.

### 5.6 STAMP DUTY

Stamp duty and land registry fees can be claimed where eligibility under 5.4.1 is satisfied.

### 5.7 MORTGAGE APPLICATIONS FEE/ BUILDING SOCIETY SURVEY FEE

Expenses in connection with the mortgage loan including guarantee and survey fees will be paid: interest is excluded. The cost of a homebuyer's surveyor and a full structural survey can be claimed.

### 5.8 TRAVELLING EXPENSES

The following travelling expenses may be payable, subject to prior agreement with the Trust:

### 5.8.1 Excess Daily Travelling Expenses

Those employees who qualify for Removal Expenses and intend to move, may, in the period before the move takes place, receive excess daily travelling expenses. All claims for excess daily travel are included in the total level of assistance which an employee can claim for removal expenses up to a maximum of £8,000 for total expenses. The following conditions apply:

- i) Reimbursement will be for the difference between the employee's home and the previous employer, and the employee's home and the Trust.
- ii) Reimbursement will not exceed the extra cost incurred, on the basis of bus fares or second class rail fares (including season tickets).
- iii) Travel by private motor vehicle will be payable at the public transport rate.
- iv) Periodic proof of attempts to move will be required.
- v) There is no limit on the number of miles that can be claimed for but the length of time spent travelling must not be detrimental to the employee's ability to practise safely or to attend work.
- vi) Claims must be submitted on a monthly basis on the relevant Trust form and a copy sent to Recruitment Services for retention on the employee's relocation file.
- vii) If the employee cannot find suitable accommodation in the new area and wishes to travel daily the extra daily travelling expenses from their home to their new base may be reimbursed. However, this should only last for a maximum of three months and be subject to the Trust being satisfied that every effort is being made to obtain suitable accommodation in the new area.

Staff not wishing or required to move house will not be entitled to excess daily travelling expenses (see below for medical staff).

## 5.9 INTERIM ACCOMMODATION

5.9.1 An employee who has taken up the post before the previous home is sold or has not found suitable replacement rented family accommodation and has left their family behind, or is incurring continuing costs on existing property, may be entitled to free single hospital accommodation. If single hospital accommodation is not available they can claim an agreed sum per day as a contribution to reasonable long-stay bed and breakfast accommodation. The accommodation must be of a standard quality and reasonable price and must be agreed by the CMG Director or Head of Operations. Any claims for interim accommodation expenses must be within the ceiling of £8,000 for the total claim. This ceiling is the maximum amount that can be claimed overall so where additional expenses are claimed the overall amount cannot exceed this sum, including any claims for interim accommodation.

5.9.2 Where an employee decides to commute, excess daily travelling expenses at the rates outlined in section 5.8 will apply. All claims for excess daily travel are subject to the maximum ceiling of £8,000.

5.9.3 Doctors in Training who could previously claim excess mileage whilst on rotation rather than moving are no longer eligible (see 2.1).

## 5.10 REMOVAL / STORAGE EXPENSES

### 5.10.1 Removal

Reasonable fees for the removal of furniture and storage will be payable where it has been agreed that employees will receive removal expenses with their post. Where furniture is to be removed or stored by contractors, three competitive quotes in writing must be obtained

and submitted to the Trust. Only original documents will be accepted. Employees will be reimbursed at the rate of the lowest quote but may accept a higher tender if they meet the additional cost.

Removal expenses will only be paid once. Should an employee move more than once in the course of relocating, subsequent moves will be at their own expense. Quotes should be subject to the conditions under which removals are normally undertaken by contractors and should not cover special services (e.g. taking down or putting up fixtures, laying or fitting carpets), for which separate arrangements should be made. The transportation of pets or heavy or extraordinary goods (for example a piano) or where separate arrangements for removing them are required should similarly be arranged at the individual's own expense.

#### 5.10.2 Storage

Storage expenses are not normally payable. In exceptional circumstances, such expenses (e.g. for storing furniture and effects) may be met by the Trust at the discretion of the Chief People Officer. Storage for heavy or extraordinary goods, as in paragraph 5.10.1 above, and fees for pets will not be met.

Where storage has not been included by the contractor in the total charge for removal, a separate original receipt must be enclosed.

### 5.11 METHOD OF APPLICATION

All forms relating to claims for removal and associated allowances are attached at Appendix B.

Please note that no payment can be made without original receipts or invoices. Once authorised forms should be completed as follows and returned to Recruitment Services/People Services by authorising managers:

#### Form 1

The details on this form should be completed by ALL applicants as soon as possible after appointment (following agreement of the elements of removal expenses payable), and all claims should comply with section 5.1.7.

Employees will be required from time to time to provide documentary evidence of their ongoing attempts to move house (e.g. Estate Agents' details).

#### Form 2

This form should be completed as and when expenses are claimed within three months of being incurred.

#### Form 3

This form should be completed where employees will be applying for a mortgage. Part 1 of the *form* should be forwarded to the finance company and part 2 should be submitted to **UHL Payroll Assistance**

### 5.12 APPEALS PROCESS

Any dissatisfaction concerning the application of this policy will be addressed in line with the Trust's Resolution Policy & Procedure (reference B39/2020).

## **6.0 EDUCATION AND TRAINING REQUIREMENTS**

---

No specific training is required to support the implementation of this policy, although guidance and information are available from the People Services team.

## **7.0 PROCESS FOR MONITORING COMPLIANCE**

---

See appendix C

## **8.0 EQUALITY IMPACT ASSESSMENT**

---

- 8.1** The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2** As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

## **9.0 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES**

---

This policy is produced in line with HM Revenue and Customs guidance on payment of relocation expenses. Booklet 480 (2017) Expenses and Benefits - A Tax Guide <https://www.gov.uk/government/collections/expenses-and-benefits-for-directors-and-employees-a-tax-guide-480>

## **10.0 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW**

---

This document will be uploaded onto SharePoint and available for access by Staff through INsite. It will be stored and archived through this system.

The policy will be reviewed every three years. The upper ceiling of £8,000 for claims will be reviewed every two years.

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TAXATION IMPLICATIONS OF REMOVAL EXPENSES

The Finance Act 1993 has introduced certain statutory regulations relating to the liability of employees for taxation on removal expenses. It is a requirement that all employees in receipt of relocation expenses read the following summary of the regulations.

Employees will be exempt from taxation on removal expenses where the following conditions apply:

1. The expenses and benefits received must not exceed a total of £8,000 (£8,000 UHL maximum).
2. The expenses and benefits must arise as a result of a job-related change in the employee's sole or main residence.
3. The old home must not be within reasonable daily travelling distance of the new place of work.
4. The new residence must be within reasonable daily travelling distance of the new normal place of work.
5. The expenses and benefits must be incurred or provided before the end of the tax year following the year in which the employee's job is changed or moved or a new job started.
6. The expenses or benefits received must fall into the Inland Revenue 'eligible' category.

It is anticipated that the majority of expenses and benefits available under the University Hospitals of Leicester NHS Trust scheme will be 'eligible'. To be exempt from taxation, an employee need not necessarily dispose of his/her old house, but it should no longer be his/her main residence after the move. For instance, where an employee rents out the old home or visits it at weekends, the new home would become the main residence and in this case tax relief is available on expenses and benefits received. However, where an employee rents or buys accommodation near the place of work, but his/her family stays behind in the old home, it is unlikely that the new accommodation would be regarded as the employee's main residence. However, where there is a doubt, the exact definition of 'main residence' may be agreed with the Inland Revenue in each case.

These regulations apply to anyone starting a new job, or whose job is moved to a different location. For further information on the taxation implication of removal expenses, employees should contact UHL Payroll Assistance - Payroll Service Desk on #16777 or 0330 207 6562 8am – 6pm Mon - Fri.

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**GENERAL APPLICATION FORM FOR REIMBURSEMENT OF  
REMOVAL AND ASSOCIATED EXPENSES**

This form must be completed as soon as possible after appointment (following agreement of expenses payable) **before** you make an application for reimbursement of any expenses. All relocation and removal packages should be utilised by the end of the tax year following the year of appointment and claims made within three months for any expenditure incurred.

Name of applicant:.....

Address for correspondence: .....

.....

Telephone No:.....Email address:.....

New appointment with this Trust

- 1. Site, Post and Department .....
- 2. Whole-time/part-time/maximum part-time/sessions/hours.....
- 3. Permanent/fixed-term. If fixed-term expected expiry date.....
- 4. Date of commencement.....
- 5. Starting salary.....

Previous Appointment

- 1. Employer .....
- 2. Grade/Speciality/Job Title .....
- 3. Whole-time/part-time/maximum part-time/sessions/hours .....
- 4. Date of termination of contract (if applicable).....

Property in previous area

Address Furnished/Unfurnished\*

Privately Owned/Rented\*

\*Delete as appropriate

**DECLARATIONS**

1. I hereby make application to the University Hospitals of Leicester NHS Trust for assistance with the expenses which will necessarily be incurred in moving my home and in taking up the new appointment with the Trust and, in doing so, I declare that the information given by me on this form is correct.
2. Should I leave the employment of the Trust less than two years after my date of commencement, I undertake to refund payment received for removal expenses (in whole or in part). Where employment is terminated by UHL costs will not be recouped except in cases of gross misconduct where dismissal occurs.
3. I understand that the amount refundable will be reduced by 1/24 for each completed month of my employment with the Trust. If I am obliged to make repayment, I agree to repay expenses within three months of the date of termination. Expenses will not, however, be repayable where employment is terminated by the Trust. This does not apply to doctors with a rotation or training programme of less than two years.

Applicants should delete declaration A or B below as appropriate:

**A** I declare that, in respect of the move of myself (and my family / spouse / partner\*\*) to Leicestershire, no other assistance in respect of removal and associated expenses is being sought (including employers of my family spouse/partner\*\*).

**B** I declare that in respect of the move of myself (and my family / spouse/ partner\*\*) to Leicestershire, assistance in respect of removal and associated expenses is being sought/ received from sources as detailed below:

\*\* Relates only to members of your family residing with you.

The total cost of this agreement to the University Hospitals of Leicester NHS Trust is limited to costs unavoidably incurred up to a maximum of .....(please state amount in words)

I claim the above mentioned expenses in line with the Removals and Relocation Policy. To the best of my knowledge these are legitimate and permissible claims under that policy. I understand that any attempt to claim expenses / monies that I am not entitled to may be deemed as fraud / misconduct in which case the Trust reserves the right to contact counter fraud colleagues to investigate and take action under the Trust's Disciplinary Policy. Please be aware that fraud / dishonesty are deemed as examples of gross misconduct under the Trust's disciplinary rules and therefore if substantiated may result in dismissal.

Signed Employee .....Date .....

Signed Head of Operations/CMG Clinical Lead..... Date .....

Please Print Name.....

Signed People Services/ Recruitment Services ..... Date .....

Please submit form to CMG Head of Operations or CMG Clinical Lead  
(People Services - Copy forms to Finance to re-claim VAT)



**Confidential**

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**Removals and Relocation Expenses request form**

To: Accounts Payable  
Finance Department, LRI

**To be completed by the employee (PLEASE COMPLETE IN BLOCK CAPITALS)**

I am claiming expenses in line with the Removals and Relocation Policy. To the best of my knowledge these are legitimate and permissible claims under that policy. I understand that any attempt to claim expenses / monies that I am not entitled to may be deemed as fraud / misconduct in which case the Trust reserves the right to contact counter fraud colleagues to investigate and take action under the Trust's Disciplinary Policy. Please be aware that fraud / dishonesty are deemed as examples of gross misconduct under the Trust's disciplinary rules and therefore if substantiated may result in dismissal.

Employee details:

Name:.....

Address:.....

.....

Bank account details:

Sort code:       Account No.:

Signed:..... Date.....

*Please submit this form to your CMG Head of Operations/Medical Lead*

---

**To be completed by the CMG Head of Operations/CMG Clinical Lead and People Services Representative**

Cost Centre  Finance Code:

£ P

Total claim payable

Signed CMG Head of Operations/CMG Director..... Date .....

Print Name.....

Signed People Services ..... Date .....

Print Name..... Ext no.....

*Once authorised by the CMG and HR please forward this form to Accounts Payable, LRI*

MEMORANDUM Part 1

Mortgage Application / Financial Reference

If you need to make contact with my employer about my financial status please ensure that the following details are quoted to avoid delay:

SURNAME FORENAME(S)  
SITE/JOB TITLE  
EMPLOYEE NUMBER POST NUMBER  
EMPLOYMENT COMMENCED

ENQUIRY ADDRESS

University Hospitals of Leicester NHS Trust  
Payroll Assistance  
Via email at [assistance.payroll@uhl-tr.nhs.uk](mailto:assistance.payroll@uhl-tr.nhs.uk)

Signed .....Date .....

-----

MEMORANDUM Part 2

To Payroll Services

Mortgage Application / Financial Reference

I am/will be applying for a mortgage. Please provide the bank/building society with details of my pay if they so request.

SURNAME FORENAME(S)  
SITE/JOB TITLE  
EMPLOYEE NUMBER POST NUMBER  
EMPLOYMENT COMMENCED

Signed .....Date .....

Part 1 to employee's finance company

Part 2 to Payroll Services

**POLICY MONITORING TABLE - APPENDIX C**

<b>Element to be monitored</b>	<b>Lead</b>	<b>Tool</b>	<b>Frequency</b>	<b>Reporting arrangements</b>
Authorisation levels	People Services/Finance	All paperwork to be reviewed by People Services/Finance to ensure appropriate levels of authorisation		Annual report where the policy has not been followed
Assurance that claims do not exceed £8k	People Services/Finance/ CMG Director/CMG Head of Operations	All claims must be reviewed prior to payment to ensure they meet the criteria		As above
Overall costs of relocation	People Services/Finance	Expenditure reports	6 monthly/yearly/as required	CMG Directors/CMG Heads of Operations /CMG People Partner
Policy to be reviewed every three years (including upper ceiling of £8K)	People Services	General review of the policy and tax advice	Every three years	People Services Staff Side LNC