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|--|--------------------------------|---|-----------------------------|
| E X P | UNIVERSITY OF BRISTOL | Removal Expenses Claim Form | E X P |
| | DEPARTMENT: PERSONNEL SERVICES | PLEASE PRINT CLEARLY | |
| CLAIMANT: (Name, Title & ALL initials) | | | |
| Address for receipt of cheque: _____ _____ _____ Post Code: _____ | | | |
| Employment at Bristol Start Date: | | | |
| Dept : _____ | Post : _____ | Expenses Covered N Please give full details over B and attach supporting docs | Summary £ p |
| <u>DECLARATION</u> I declare that the total claim has been incurred by me solely in connection with my relocation to Bristol to take up my post. I confirm that I have not, nor will claim any of these expenses from any other source. Signed : _____ Date : _____ | | Professional Fees (in relation to property purchase) | |
| | | Removal Costs / Van Hire / Petrol (if claiming also attach 2 quotations) | |
| | | Airfare (if coming from overseas) | |
| | | Other Expenses (please specify) | |
| | | Total Expenses Claimed | |
| <u>AUTHORISATION</u> I confirm that this claim is correct and in order for payment Signed : _____ | | Note 1: The move must be to within 30 miles of Bristol to qualify for reimbursement. Note 2: All expenses claimed MUST be backed by original receipts . Credit card receipts or statements, or bank statements are not acceptable. | |
| FOR ADMIN USE ONLY | | Ext ref 1 | |
| | | Ext ref 2 Order No : | |
| | | Ext ref 3 Other Ref : | |
| Charge Codes | | £ | p |
| EL1 | EL2 | EL3 | Description |
| | | | |
| | | | |
| | | | |
| Expenses Allowable | Rates/Calculations Correct | TOTAL | For Finance Office use only |
| Initial when checked | | Must equal total expenses claimed | Doc Type / Invoice No |
| | | E X P REM 1 | FO RL 9 8 00 |

Please return to the Personnel Office, Senate House, Tyndall Avenue, Bristol