



**East Cheshire**  
NHS Trust

# **Human Resources Policies and Procedures**

## **RELOCATION EXPENSES POLICY**

**Issued: February 2019**

**Review: February 2022**

<b>Policy Title:</b>		<b>Relocation Expenses Policy</b>	
<b>Executive Summary:</b>	<p>The aim of this policy is to set out the conditions by which relocation expenses will be granted to new employees of the Trust. Relocation is normally restricted to appointments to key posts as designated by the Chief Executive/Director of Finance/Director of Human Resources or by the Associate Directors of Directorates.</p> <p>It is not the policy of the Trust to grant automatic entitlement to relocation expenses. The granting of relocation expenses is subject to management and financial constraints</p>		
<b>Supersedes:</b>	February 2017		
<b>Description of Amendment(s):</b>	Updated Policy in line with new structures, introduction of repayment table, list of items not to be claimed for, approval process for consultant and non-consultant expenses, amalgamation of claim forms.		
<b>This policy will impact on: Trust budgets, Line Managers, Clinicians, HR, Finance and all employees of the Trust.</b>			
<b>Financial Implications: Impact on Trust budgets where relocation expenses granted. Incentive to help attract staff in senior medical posts (consultants) and other difficult to recruit to posts.</b>			
<b>Policy Area:</b>	<b>Human Resources</b>	<b>Document Reference:</b>	
<b>Version Number:</b>	7.0	<b>Effective Date:</b>	February 2019
<b>Issued By:</b>	<b>Director of HR &amp; OD</b>	<b>Review Date:</b>	February 2022
<b>Author:</b>	Attraction and Retention Manager	<b>Impact Assessment Date:</b>	
<b>APPROVAL RECORD</b>			
	<b>Committees / Group</b>	<b>Date</b>	
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## 1. Introduction

Attracting highly skilled individuals to the Trust is of utmost importance and the introduction of financial incentives is one way to appeal to prospective employees.

This policy sets out the process that needs to be followed should an individual apply for relocation expenses, who meets the criteria highlighted in the policy.

## 2. Purpose

The aim of this policy is to set out the conditions by which relocation expenses will be granted to new employees of the Trust. Relocation is normally restricted to appointments to key posts as designated by the Chief Executive/Director of Finance/Director of Human Resources or Associate Directors of each Directorate, namely consultant posts.

Whilst it is the intention that this policy covers all eventualities, it may be necessary in circumstances of major recruitment problems to increase the scope of the policy. The Chief Executive in discussion with the Director of Finance and Director of Human Resources will make such a decision.

It is not the policy of the Trust to grant automatic entitlement to relocation expenses. The granting of relocation expenses is subject to management **and** financial constraints. If a post attracts relocation expenses, it must be clearly stated on the appropriate recruitment documentation. Payment will be limited to posts that are approved for relocation expenses.

This Policy is written with the aim of providing fairness and equity to all staff across the Trust and supersedes any relevant previous policies. No particular group or individual will be disadvantaged on the grounds of; race, ethnic origin or nationality, disability, gender, gender reassignment, marital status, age, sexual orientation, trade union activity, religion or belief; during the application of this policy.

## 3. Responsibilities

### 3.1 Chief Executive

The Chief Executive has the overall responsibility for the implementation and monitoring of the policies in use in the Trust.

### **3.2 Director of Human Resources and Organisational Development**

The Director of Human Resources and Organisational Development is responsible for the final ratification prior to the policy actually being implemented. The ratification will take place following a consultation and approval process.

### **3.3 Deputy Director of Human Resources and OD**

The Deputy Director of Human Resources and OD is responsible for:

- Ensuring monitoring and auditing of the policy is carried out in line with agreed timescales under the policy
- Ensuring the policy is appropriately and effectively reviewed as per the agreed policy review date

### **3.4 Responsibilities of Human Resources Team (HR Team)**

The HR Team are responsible for:

- Providing advice and support on the policy and its principles
- Providing appropriate policy training to managers where applicable
- Monitoring and audit the policy in accordance with the monitoring statement
- Undertaking a review of the policy in line with agreed policy timescales

### **3.5 Responsibilities of Line Managers**

Managers are responsible for ensuring that this policy is applied fairly and consistently within their own area and for linking in with HR colleagues for advice where required.

Managers should also ensure that employees are made aware of this policy when applicable and understand their responsibilities.

### **3.6 Responsibilities of General Managers and Service Managers**

General Managers and Service Managers are responsible for developing business cases for non-Consultant posts and ensuring suitable approval of relocation expenses in line with the policy.

### **3.7 Responsibilities of Employees**

Employees should understand the application of this policy and have a general understanding of their statutory and contractual entitlements. Employees are responsible for:

- Ensuring that they adhere to the requirements of the policy
- Ensuring that the information they provide when requesting relocation expenses are correct and complete

### 3.8 Responsibilities of Staff Side

Staff side will provide advice and support to staff on related concerns/queries.

## 4. Processes and Procedures

### 4.1 ELIGIBILITY

The job advert will state whether the post is eligible for relocation expenses. Candidates will be required to express an interest in applying for Relocation Expenses at the job offer stage and all persons wishing to apply for relocation expenses are required to follow the process contained within this policy and submit their application form found in the appendix section.

#### Consultant Posts

All permanent consultant posts will attract relocation expenses, up to a maximum of £8,000. These will be funded from Directorate budgets.

#### Non-Consultant Posts

For non-consultant posts, which are difficult to recruit to and ultimately impacting service delivery it is the responsibility of the relevant Service / Operational Manager to present a clear business case for all posts which may attract relocation expenses. This will be assessed and where appropriate approved by the Associate Director of the Directorate and will be funded from Directorate budgets.

### 4.2 CRITERIA

Where it is deemed necessary for an employee to move, this should be to within fifteen miles of their main base or within half an hour travelling time (as measured by Google Maps) unless it is a requirement of their job (e.g. on-call duties) that they live closer than this. Where it is not a contractual requirement to live within the required distance/travelling time employees who already live within 35 miles will not be required to move. If they wish to move for personal reasons removal expenses will not be granted.

Where appropriate a copy of the policy will be issued as part of the information pack when vacancies arise. Approval must be sought from the applicant, for relocation prior to commencement with the Trust. The activation of this policy is time limited and will expire if the process to claim back expenses has not commenced within 6 months of the employee commencing in post. Relocation Expenses will only be granted to staff in substantive posts and not temporary or fixed term contracts.

### 4.3 APPLICATION PROCESS

Formal applications for relocation expenses must be submitted prior to their start date (Appendix 3) and the home moving process should begin within 6 months of the start date (i.e. current home must be up for sale and reasonable effort made to identify suitable properties within the area). Relocation expenses will only be available to individuals within 24 months of their start date however the process to claim back expenses is to commence within 6 months of being in post.

The expression of interest/application for financial assistance will be submitted to the Associate Director of the Directorate to confirm that the post is eligible. The application is then to be forwarded to the HR Workforce Lead who will ascertain individual eligibility. The outcome of each claim will be confirmed to the claimant in writing. A copy of the outcome will also be forwarded to the appropriate Associate Director for that Directorate. Applications for Relocation Expenses from overseas will be agreed on an individual basis (where appropriate) in consultation with the post holder, line manager and HR Workforce Lead.

#### **4.4 TIME OFF TO MOVE HOUSE**

Employees are encouraged to take time off when moving house and will be required to apply for annual leave.

#### **4.5 AMOUNT OF RELOCATION EXPENSES**

The Trust will grant an allowance of up to £8,000 per relocation for Consultant posts who are employed full time and fulfil the criteria. Part-time staff will receive a proportion of the full allowance, at the discretion of the Chief Executive, at least pro rata to their working hours.

For non-consultants posts, the Directorate will be required to submit a business case including the intended allowance.

Where a post is filled as a job share, the full amount of expenses will be divided between the job- sharers on a pro rata basis, providing each job sharer meets the criteria.

Included in the allowance are the following:

1. Removal Expenses
2. Temporary Accommodation
3. Travel associated with relocation

Further *examples* of these items are given below:

##### **I. Removal Expenses**

- Miscellaneous expenses grant of £2,000 which is included in the £8,000 maximum amount allocated – this is intended to contribute to the cost of carpets, curtains and *domestic goods* (e.g. cooker, fridge etc.) necessary as a result of moving house
- Cost of removal of furniture and effects
- Solicitors fees
- Estate Agent fees
- Building Society fees
- Survey fees
- Valuation report fees
- Land registry fees
- Disconnection/Connection of electricity, gas, water or telephone supply
- Stamp Duty

- II. To qualify for tax relief on the first £8,000 reimbursement, under HM Revenue and Customs regulations, the employee must have incurred the expenses before the end of the tax year following the one of their date of appointment. E.g. date of appointment 1<sup>st</sup> April 2016, the

expenses must be incurred by 5<sup>th</sup> April 2017, date of appointment 6<sup>th</sup> April 2016, the expenses must be incurred by 5<sup>th</sup> April 2018. To comply with HM Revenue and Customs the additional £2,000 will be declared on form P11d. **All expenses must be claimed within two years from the date of permanent appointment.** Original receipts should be provided for all claims.

Items that are not to be claimed for as part of the expenses are:

- Mortgage Subsidies
- Interest Mortgage payments
- Council tax bills
- Purchase of school uniform
- Visa expenses

### III. Temporary Accommodation

The Trust will grant preliminary visits to the Macclesfield area of up to a maximum of two and will fund the cost of accommodation for two nights for up to two people on each of these occasions, subject to the limit of the Night Allowance set out in the Trust's Subsistence Allowances Policy, in addition to availability of accommodation.

Temporary accommodation expenses will only be allowed where **additional** expenses are incurred (i.e. the individual owns another home outside of the area and whilst waiting to sell their home rents in the Macclesfield area **or** the individual rents another home outside of the area and is required to rent a second home in the Macclesfield area). The individual will be required to provide proof of additional expenses incurred.

If suitable Trust accommodation is available this may be allocated for up to two years and the cost of the rent will be deducted from the total allowance allocated.

In circumstances where it is necessary for an employee to seek alternative temporary accommodation the Trust will endeavour to assist and the rental costs for any rented property arranged between the employee and landlord/letting agent can be reimbursed from the total allowance allocated.

The funding of temporary accommodation by the Trust will be for a period of time no longer than the allowable period from the date of occupation. However, the total expenses claimed will not exceed £8,000. Job-share and part time staff will receive funding for a period of time, at least pro rata to their working hours (e.g. 0.5 whole time equivalent = funding for one year).

#### 4.6 PAYMENT OF EXPENSES

It is emphasised that the Trust will only contribute a maximum of £8,000 (Consultant posts only) towards relocation expenses. Employees can apportion expenditure between the three categories of removal expenses, accommodation and travel, but the total of refundable expenses across all three categories cannot exceed £8,000 in any circumstances.

The amount of expenses reimbursed will be shown on employee's monthly payslips, and the individual is advised to keep a running total of this. The ESR Team will notify individuals when £6,000 has been reimbursed, indicating that only £2,000 remains. Where an invoice is submitted for payment that would take the expenses above £8,000 (Consultant posts only), the Trust will only reimburse for that part of the invoice that brings the total expenses to £8,000.



## 4.7 EXCEPTIONS

The allowances are **not** payable to an employee whose spouse, partner or other person normally residing with them is receiving or has received relocation assistance from the Trust or any other employer.

## 4.8 MAKING A CLAIM FOR EXPENSES

The application for relocation expenses must be sent in the first instance to the Associate Director of the Directorate for approval and then to the HR Workforce Lead to assess eligibility.

Once the application form has been approved, all expenses in connection with house removal should be entered on to the appropriate Removal/House Purchase/Sale expenses Claim Form and sent, together with the relevant original receipts or invoices to the HR Workforce Lead who will check and authorise the claim and then send to ESR for processing. For audit and Inland Revenue purposes, all original invoices will be kept with expense claims. Claims submitted without invoices, with the exception of Trust Accommodation, will be returned to the claimant unpaid.

Requests for assistance with temporary accommodation should be made on the Temporary Accommodation Claim Form, and again forwarded to the HR Workforce Lead for authorisation.

Once the original request for expenses form has been completed and authorised, any travel expenses should be claimed monthly on the Relocation Expenses travel claim form (See appendix 3). Travel Expenses that can be claimed for are visits to the area, once the job offer has been accepted, to view properties. Interview expenses can also be claimed back. These journeys to will be offset against the relocation entitlement.

Please note that:

- 4.8.1 Employees must submit their application for Relocation Expenses to the Associate Director of the Directorate prior to their start date
- 4.8.2 The process to relocate should begin within 6 months of commencement (otherwise the claim will be invalid). This period may be extended where exceptional circumstances can be demonstrated. Application for extensions should be made to the Associate Director of the Directorate.
- 4.8.3 All claims for expenses must be authorised by Workforce Lead / HR Manager.
- 4.8.4 Proof of expenditure must be provided before any expenses are paid. In order for expenses to remain non-taxable, employees must certify that the expenses were wholly and necessarily incurred as a result of taking up employment with the Trust.
- 4.8.5 Expenses reimbursed above the level of £8,000 are liable for tax. This will be shown on the employee's statement of benefits form (PIID) which is issued annually by the Payroll Department. The amount of benefit *will be declared to the Inland Revenue by the Trust and should be declared by the individual.*
- 4.8.6 Where the Trust is settling the employees account with Solicitors, Estate Agents etc. the employee must certify that the account has/will not be settled from any other source.

Copies of all paperwork in relation to the policy are to be placed in the employee's personal file.

## 4.9 REPAYMENT OF EXPENSES

Prior to any payment being made, employees must sign an undertaking to repay all or part of the relocation payments made to them if they leave employment with the Trust within 2 years of commencement on a permanent contract.

### Repayment Table

If the employee leaves within a certain time period, they are to pay back a certain amount back to the Trust (please refer to table below):

<b>Time frame</b>	<b>% of payment to be paid back to the Trust</b>
Within 12 months of start date	100%
Between 12-18 months	75%
Between 18-24 months	50%

## 5. Monitoring Compliance with the Document

### 5.1 AUDIT AND MONITORING

The policy will be subject to an annual review by Human Resources to monitor. The audit will review compliance with the policy and process in relation to relocation expenses claimed.

### 5.2. REVIEW

This policy will be reviewed every 3 years by the HR Team in partnership with staff side.

The level of expenses granted under this policy will be reviewed each year in line with the retail price index, and prevailing tax regulations.

## 6. Appendices

Appendix 1- Process flowchart before advertising the post

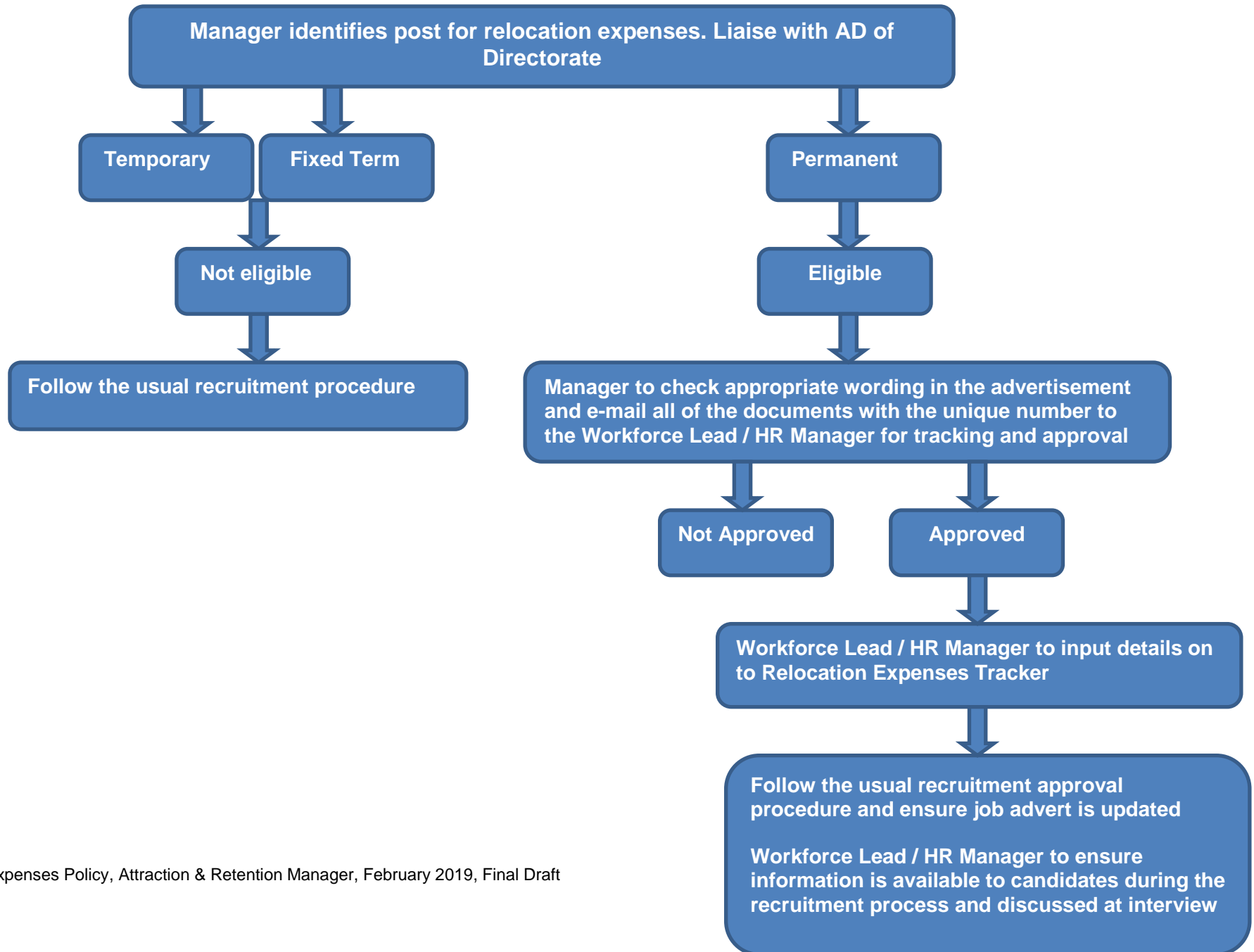
Appendix 2- Process flowchart after appointment

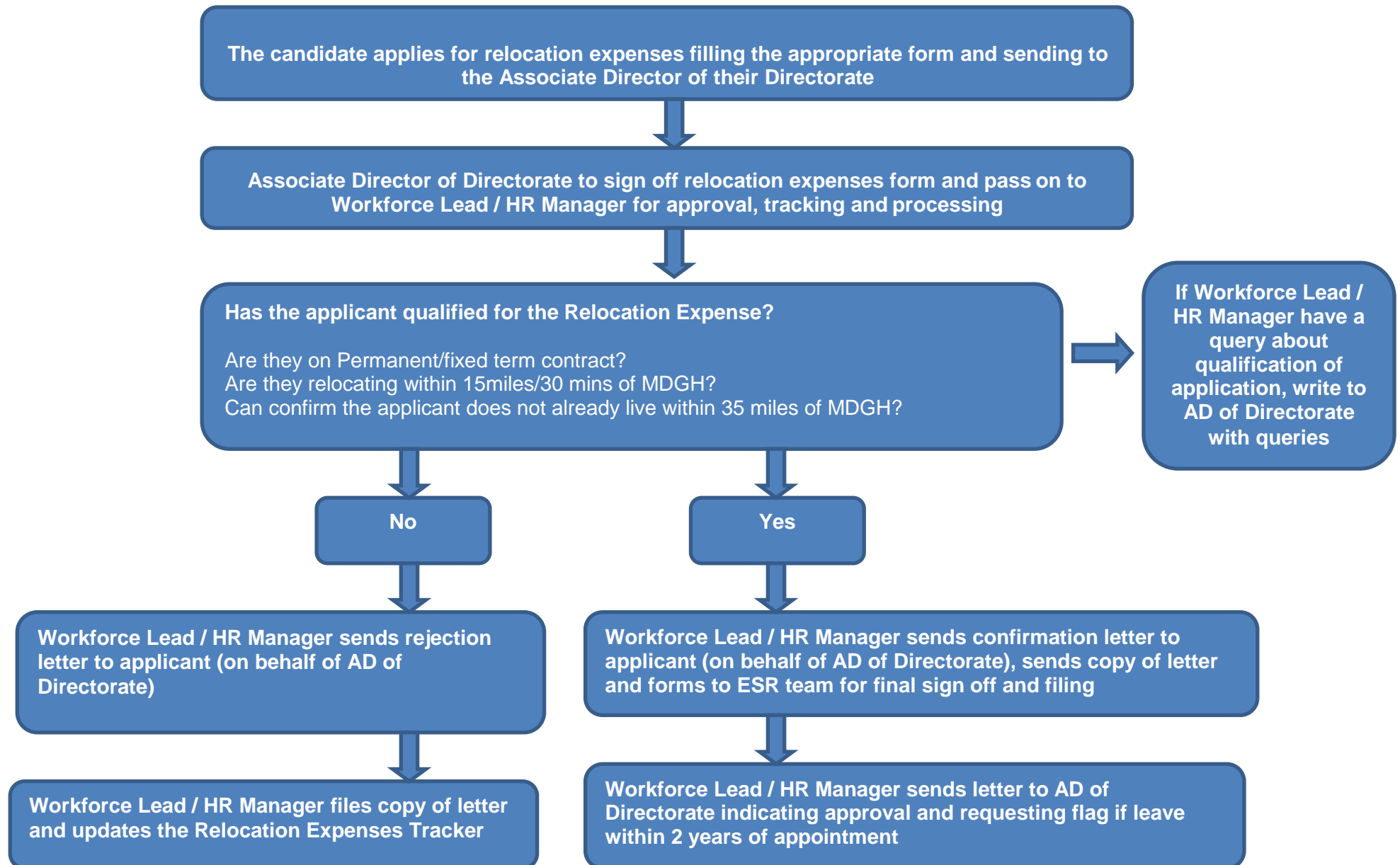
Appendix 3 - Application for relocation expenses

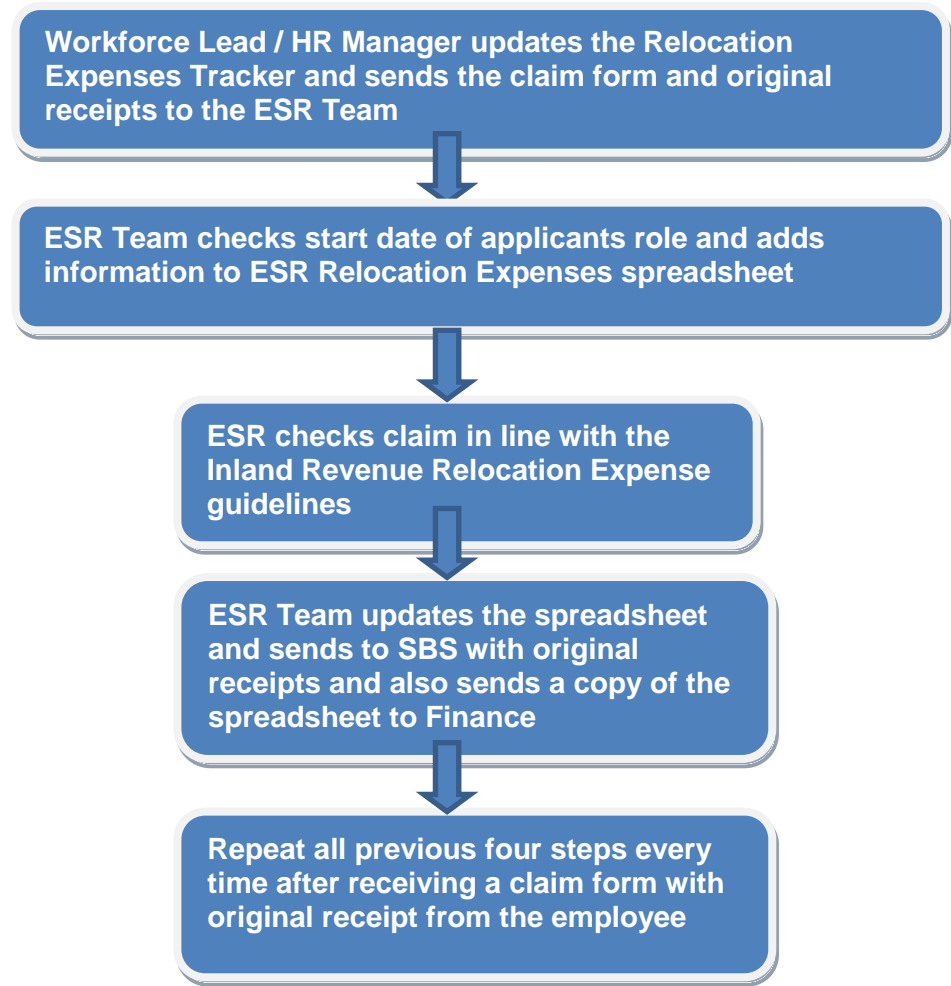
Appendix 4 - Relocation expense claim form: Removal Expense Removal / Storage of Personal Possessions / Miscellaneous Expense / Sale Related Expenses

Appendix 5 - Relocation expense claim form: Travelling and Subsistence claim form

**Process flowchart before advertising the post**



**Process flowchart after Appointment**



## Appendix 3

### APPLICATION FOR RELOCATION EXPENSES

Please complete the following questionnaire to ascertain your entitlement in accordance with the Relocation Expenses conditions of East Cheshire NHS Trust.

All applications for Relocation Expenses must be submitted in the first instance to the Associate Director of the Directorate for sign off before final approval by Workforce Lead/ HR Manager HR Dept, HR Hub, MDGH:

<b>SECTION A: PERSONAL DETAILS</b>	
Name of the applicant	
Post	
Commencement Date	

<b>SECTION B: DETAILS OF THE ACCOMMODATION IN AREA OF PREVIOUS EMPLOYMENT</b>	
Address	
Was the accommodation rented or owner occupied?	
What is the distance of this accommodation from East Cheshire NHS Trust?	
How long does it take to travel from this accommodation to East Cheshire Hospital Trust?	

<b>SECTION C: DETAILS OF NEW POST</b>	
Job title	
Grade & Salary	
Contracted hours	
Contract Type (e.g. permanent, fixed term, job share)	
Is your move to this area solely connected to this offer of employment	

<b>SECTION D: DETAILS OF THE NEW ACCOMMODATION</b>	
Are you moving to permanent accommodation?	
If yes, please give address	
Is the temporary accommodation expenses incurred as part of a second home?  If yes, give details of primary residence and provide documentary evidence of this along with this form and complete the temporary accommodation section below	
Date of move into proposed accommodation (if known)	
Will/have your spouse, partner or other person normally residing with you received or is likely to receive, reimbursement of relocation expenses, in respect of this move?  If yes please give details	

<b>SECTION E: TEMPORARY ACCOMMODATION (where appropriate)</b>	
<p>Please complete this section to apply for assistance/reimbursement of Temporary Accommodation Expenses. This includes:</p> <ul style="list-style-type: none"> <li>• A maximum of 2 preliminary visits will be granted for 2 nights up to 2 people (each occasion).</li> <li>• Where it is necessary for an employee to seek alternative temporary accommodation the Trust will endeavour to assist. Rental costs for any rented property arranged between the employee and landlord/letting agent will be reimbursed from the total allowance of £8,000 (Consultant posts only).</li> <li>• Funding for temporary accommodation by the Trust will be for a period of time no longer than the allowable period from the sale of occupation. Total expenses claimed will not exceed £8,000 (Consultant posts only).</li> </ul>	
<b>PRELIMINARY VISITS</b>	
How many preliminary visits have been made to the area:	
How many nights did you stay (total)?	

Total number of people per visit:	
Please give details of accommodation e.g. hotel, bed and breakfast:	
Total applied for reimbursement:	
Total mileage (paid at public transport rate)	
<b>DETAILS OF TEMPORARY ACCOMMODATION</b>	
Please provide details and address of temporary accommodation (e.g. provided by Trust, private landlord, letting agent)  Please attach all receipts and relevant documentation with this form  Please provide confirmation that temporary accommodation is as a second home	
Date of move into proposed accommodation	
Length of rental agreement	
Cost of claim for temporary accommodation (Please attach all relevant documentation)	
Will/has your spouse, partner or other person normally residing with you received or likely to receive reimbursement of relocation expenses, in respect of this move?  If yes, give details	

<b>SECTION F: DECLARATION</b>
<ol style="list-style-type: none"> <li>1. I certify that removal expenses are not recoverable in part or full from any other source by partner or me.</li> <li>2. I undertake to repay relocation expenses on demand should I leave the Trust within 2 years of commencement of substantial appointment (as per the repayment table).</li> <li>3. I confirm that the information in this form is accurate and complete. I agree that any omission, falsification or misinterpretation will be grounds for refusing the payment of relocation expenses.</li> <li>4. I declare that the information I have given on this form is correct and complete. I understand that if I provide false information I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.</li> </ol>



<b>Signed</b> ..... [Applicant Signature] <b>Print Name:</b> .....	<b>Date</b> .....
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<b>SECTION G: APPROVAL – ASSOCIATE DIRECTOR OF DIRECTORATE</b>
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<b>ASSOCIATE DIRECTOR OF DIRECTORATE APPROVAL</b>
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Was the post identified as a Key Post at recruitment stage?  Yes/No	
Is this a Key Post that was difficult to recruit to?  Yes/No  Please give details of why this post qualifies as a Key Post	
<b>Signed:</b> .....  <b>Date:</b> .....  <b>Print Name</b> ..... <b>Associate Director of Directorate</b>  <b>Budget Code:</b> .....	

<b>SECTION H: APPROVAL - WORKFORCE LEAD / HR MANAGER</b>
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Does the application fulfil the below criteria?	
Employee is on a substantive/permanent contract	
Employee is relocating within 15 miles or 30 minutes of Macclesfield District General Hospital	
Employee does not already live within 35 miles of Macclesfield District General Hospital	
Other Comments:	
Tick one of the following:  <input type="checkbox"/> I <b>approve</b> this application for Relocation Expenses and agree that it fulfils all required criteria  <input type="checkbox"/> I <b>do not approve</b> this application for Relocation Expenses as it does not fulfil all	

required criteria (give reasons below)

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

**Print Name** .....

**SECTION I: SIGN OFF – ESR TEAM**

I receive this approved application for Relocation Expenses and confirm that records have been updated accordingly:

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

**Print Name** ..... **ESR Team**

**APPENDIX 4 (DELETE SECTIONS AS APPLICABLE)**

<b>RELOCATION EXPENSES CLAIM FORM</b>	
<b>REMOVAL EXPENSES</b>	
<b>SOLICITOR'S FEES – HOUSE PURCHASE</b>	
<b>DESCRIPTION</b>	
PROFESSIONAL CHARGES	£
LOCAL SEARCH FEE	
STAMP DUTY	
HM LAND REGISTRY FEE	
HM LAND REGISTRY SEARCH FEE	
LAND CHARGES SEARCH FEE	
OFFICE COPIES	
POSTAGES	
OTHER DISBURSEMENTS (SPECIFY)	
VALUE ADDED TAX	
<b>TOTAL</b>	

<b>RELOCATION EXPENSES CLAIM FORM</b>	
<b>REMOVAL/STORAGE OF PERSONAL POSSESSIONS</b>	
<b>PART 1 – REMOVAL (TO AND/OR FROM)</b>	
<b>DESCRIPTION</b>	<b>£</b>
TRANSIT	
TRANSIT INSURANCE	
VALUE ADDED TAX	
<b>TOTAL</b>	
<b>PART 2 – STORAGE</b>	

<b>DESCRIPTION</b>	
STORAGE	
STORAGE INSURANCE	
VALUE ADDED TAX	
TOTAL	
<b>GRAND TOTAL</b>	

<b>RELOCATION EXPENSES CLAIM FORM</b>	
<b>MISCELLANEOUS EXPENSES (LIMIT £2000)</b>	
<b>DESCRIPTION</b>	<b>£</b>
<b>SPECIFY:</b>	
<b>TOTAL</b>	

RELOCATION EXPENSES CLAIM FORM	
SALE RELATED EXPENSES	
DESCRIPTION	£
<b>SOLICITORS FEES:</b>	
PROFESSIONAL CHARGES	
OTHER DISBURSEMENTS	
VALUE ADDED TAX	
<b>TOTAL</b>	
<b>ESTATE AGENT FEES:</b>	
COMMISSION	
VALUE ADDED TAX	
<b>TOTAL</b>	
<b>GRAND TOTAL</b>	

### DECLARATIONS

I certify that the above expenses were wholly and necessarily incurred as a result of taking up employment with East Cheshire NHS Trust and are not being claimed from any other source.

I declare that the information I have given on this form is correct and complete. I understand that if I provide false information I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Signed..... Date.....  
 [Applicant Signature]

Name [Please Print]: .....

NB. When completed, this form, together with original receipts, must be returned to the directorate Workforce Lead / HR Manager

Authorisation for payment:

Signed..... Date.....  
 Print..... Name.....

**APPENDIX 5**

DATE OF JOURNEY	PURPOSE R-ROUTINE L-LOCUM D-DOMICILIARY E-EMERGENCY Ev-EVENING VISIT	FULL DETAILS OF EACH JOURNEY	CAR MILEAGE			OTHER TRAVELLING EXPENSES Description of items: T-Train B-Bus TL-Tunnel Toll P-Parking Fees Tx-Taxis	SUBSISTENCE TIME SPENT OF OFFICIAL BUSINESS			
			Taxable Home to Base and/or return (Max 20 miles)	Official Mileage Claimed	Passenger Mileage (Names)		From	To	£	P

**RELOCATION EXPENSES TRAVELLING AND SUBSISTENCE CLAIM FOR THE MONTH OF 20.....**

*N.B. Travel Expenses will be paid at the public transport rate and will be taxable*

Address (Home) ..... Base ..... Address (Rooms) .....

Name ..... & Initials (IN BLOCK LETTERS)

Position/Dept..... Assignment-Number .....

<p><b>I DECLARE THAT :</b></p> <p>(a) The Travelling Expenses and Subsistence Allowances claimed are in accordance with the terms and conditions of service determined from time to time and have not been claimed from any other authority. Where day Subsistence allowances are claimed, I spent more on meals that if I had been at my permanent station, and where an allowance for more than 8 hours is claimed I necessarily incurred expenditure on an additional meal.</p> <p>(b) The claim for mileage allowance is in respect of a  C.C. car.....  Make of Car.....  Model.....  Registration.....</p> <p>(c) The motor vehicle in respect of which mileage allowance is claimed is covered for full third party insurance including business use, cover against risk or injury to, or death of, official passengers and damage to property with the Insurance Company named above and this vehicle has been maintained in a roadworthy condition as required by the terms of the Insurance policy covering the vehicle used.</p> <p>Signature .....</p> <p>Date .....</p> <p><i>N.B. Travel Expenses will be paid at the public transport rate and will be taxable</i></p>	<p>N.B. - Please ensure that the correct C.C. of your car is entered as this affects the rates payable, and please indicate if your car has changed since the last claim.</p> <p>Subsistence Allowance is not payable in respect of normal duties at a hospital or clinic.</p>	<p><b>FOR Payroll OFFICE USE ONLY</b></p> <p>Dates of Claim: From ..... To .....</p> <p>Taxable ..... Miles @ = .....</p> <p>Mileage ..... Miles @ = .....</p> <p>Official ..... Miles @ = .....</p> <p>Mileage ..... Miles @ = .....</p> <p>Other .....</p> <p>Tunnel Fees .....</p> <p>Expenses .....</p> <p>Parking .....</p> <p><b>TOTAL</b></p> <p>£.....</p>
	<p>For further supply of Claim Forms mark X here <input type="checkbox"/></p>	<p>Date of Payment Initial</p>

**This form must be sent to the ESR Team FAO Edwina Hulme, MDGH, clearly marked RELOCATION EXPENSES**