

RELOCATION EXPENSES WHICH MAY BE CLAIMED

The types of expenses which may be claimed are detailed below. However, the total value of the claim cannot exceed £8,000 unless approved by the Trust CEO.

Legal Expenses on a house sale/purchase only. However, in the event of a house purchase being abandoned the Trust will pay these costs just once.

Removal/Storage of furniture costs - Quotes from three providers must be submitted in the case of removal and/or storage costs when a claim for reimbursement is made. The Trust will pay the cheapest of the three quotes provided, regardless of the option chosen by the employee.

Storage costs will only be paid for 6 months (this may be extended in exceptional circumstances).

Travel Claims may be made whilst searching for new accommodation close to the new work base. Mileage allowances are set out in Section 17 and Annex L of the Agenda for Change Terms and Conditions of Service and will be paid at the public transport rate. These claims may be made either:

- Prior to employment with the Trust;
- For excess daily travel within the first six months of employment (subject to reassurance that the employee is relocating);
- For one home visit within the first six months of employment if the employee is living in temporary accommodation whilst searching for more permanent accommodation;
- To supervise the removal of their furniture and belongings into their new accommodation.

Subsistence or short-term rent may be claimed whilst searching for new accommodation, in line with Section 18 of the Agenda for Change: NHS Terms and Conditions of Service Handbook.

Continuing Commitments will be payable for three months from the date that the new accommodation is occupied. These commitments are reasonable expenses incurred at both properties, which cannot be avoided or cancelled. The Trust will pay the cheaper of the two commitments, and payment will be subject to the provision of evidence that reasonable adjustments are being made to reduce costs. No continuing commitment will be reimbursed or paid once the former residence is sold.

The following expenses will not be reimbursed by the Trust:

- Interest charges on bridging loans
- School fees lost as a result of the move
- Losses on season tickets for you or anyone in your household
- Excess Rent Allowance
- Any expenses relating to the purchase or move to a second home.

SAMPLE ONLY