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**Relocation Policy – Signed Declaration**

I understand that under the Heriot-Watt University [UK Relocation Policy](https://www.hw.ac.uk/uk/services/docs/hr/policies/UK_Relocation_Policy_and_Procedure.pdf) I am eligible to claim the amount set out in the Policy for my grade via reimbursement of receipted expenses. If I leave the University within three years or before the end of my fixed term contract for any reason other than redundancy or ill-health retirement, I understand that I will be required to repay some or all of the allowances received.

In claiming the Relocation Allowance, I accept the terms and conditions of the Heriot-Watt University Relocation Policy and Procedure Recovery Clause:

1. I will obtain three quotes where required and will submit them to my Executive Dean/Director of Professional Services before incurring any expense
2. I understand that if the University arranges and pays for flights for me the sum will be deducted from the total allowance for which I am eligible
3. I will submit receipts against expenditure through the University Finance System using Relocation Allowance as the appropriate code.
4. I will submit receipts for reimbursement as soon as possible after incurring the expense
5. I understand that reimbursement will be paid into the UK bank account that I have notified to the University
6. I understand that taxation relating to relocation costs are covered by HMRC rules <https://www.gov.uk/expenses-and-benefits-relocation> and that any costs which are not classed as “qualifying expenditure” will be subject to taxation as a benefit in kind
7. I understand that if, exceptionally, a Relocation Allowance of more than £8k is approved, the balance will be subject to tax and National Insurance deductions
8. Should my employment at Heriot-Watt University come to an end before three years (if I am employed on an open-ended contract) or before the end of my fixed term contract, I accept that I will need to repay a proportion of the expenses I have received.
9. I understand that the University may deduct such sums from my salary during my notice period including and up to my final salary payment
10. I understand that the University will agree with me how any outstanding payment still owed after termination will be paid
11. I confirm that the expenses I have claimed for comply with the terms of the Relocation Policy and Procedure and that making any false claim may result in disciplinary action being taken against me.

SIGNED

NAME

DATE