

TO BE RETURNED TO
THE HUMAN RESOURCES SERVICE

DECLARATION OF REMOVAL EXPENSES

(Article 9 of Annex VII to the Staff Regulations and Conditions of Employment of the Teaching Staff)

Having taken note of the regulation¹ concerning reimbursement of removal expenses, I, the undersigned,

Surname(s) and forename(s):

Taking up duty Termination² of service on (date).....

Family situation at the time of removal: Single Married/partnership

Nr of dependent children: Total nr of persons moving:

The removal was carried out on (date) by the firm.....

I attach to this declaration

- the original invoice, in my name, nr..... dated relating to the removal of my personal belongings as provided for under Article 9 of Annex VII to the Staff Regulations;
- confirmation from the removal company of the date of delivery of my personal effects;
- proof of payment of invoice, i.e. bank transfer statement;
- a copy of the insurance contract.

I carried out the removal myself on (date)

I attach to this declaration the following supporting documents:

- Car hire receipt
- Fuel receipts
- Toll road receipts

The requested reimbursement should be transferred to the following bank account:

Name and address of the bank:

Account number/holder:

IBAN:

SWIFT CODE (BIC, clearing nr, sorting code, etc.):

I declare that:

- An amount of has been/will be paid to me by another source for the reimbursement of removal costs (supporting documents enclosed).
- No reimbursement of removal costs has been/will be paid to me by another source.

I declare that the information given above is complete and accurate and I undertake to notify to the Human Resources Service any change which could affect my current situation. I acknowledge that according to Art. 85(1) of the Staff Regulations and Art. 50 of the Conditions of Employment of the Teaching Staff "Any sum overpaid shall be recovered if the recipient was aware that there was no due reason for the payment or if the fact of the overpayment was patently such that he could not have been unaware of it."

Place, date Signature.....

Last updated June 2021

¹ EUI President's Decision No 12/2015 of 20 May 2015.

² On termination of service you will have to provide evidence of change of residence.