**Flow Chart – Payment of allowed expenses**

Are the services required allowable expenses?

Can the services be obtained through one of UCL’s preferred suppliers?

*Updated August 2016*

Relocation suppliers provide a quote to the employee with details of the services to be provided.

No

Finance complete P11D to cover tax liability

Agreed expenses refunded.

Relocatee submits receipts for the agreed expenses to [psfenquiries-fba@ucl.ac.uk](mailto:psfenquiries-fba@ucl.ac.uk) with a photocopy of the form.

Prior to incurring these costs, relocatee should confirm their budget with [psfenquiries-fba@ucl.ac.uk](mailto:psfenquiries-fba@ucl.ac.uk) and agree the expenses up-front. This is to ensure that there is not an over-spend if expenses are also agreed through a preferred supplier.

Services delivered. Invoice issued within 30 days and paid. PO number must be quoted on the invoice.

If the relocatee is eligible, the expenses are allowable, and the cost falls within the relocatee’s allowance, PS Finance will provide the supplier with the Purchase Order (PO) number on the Contract Particulars.

Relocatee confirms to the cheapest supplier (and finance) that they wish to accept the quote. The relocation provider sends through the contract particulars to [PS Finance](http://www.ucl.ac.uk/finance/expenses/relocation-expenses).

Relocatee contacts two of the preferred suppliers, and requests a quote from each supplier.

Yes

Yes

No

Relocatee contracts directly with a supplier and pays for services prior to delivery.

If the relocatee is eligible for relocation expenses, the Head of Department (HoD) or Departmental Administrator should confirm this and provide the Relocatee with a link to the [expenses guide](http://www.ucl.ac.uk/finance/expenses/relocation-expenses) and [form](http://www.ucl.ac.uk/finance/expenses/relocation-expenses).

Relocatee completes the form and forwards to HoD for approval, who then returns the form to the relocatee. Relocatee forwards the form to [psfenquiries-fba@ucl.ac.uk](mailto:psfenquiries-fba@ucl.ac.uk) who will also check their eligibility.