Directorate Human Resources

Account bill for removal allowance

UNIVERSITY OF TWENTE.

Please return to HR, Service Desk (Spiegel,fifth floor)

A. Personal information

Name,initials and employee number:
(Married women: please state maiden name)

Previous address Street:

Postal code and City:

New address Street:

Postal code and City:

Faculty / Agency: Phone at work:

Date of employment:

Date of removal:

B. Declaration and signature

The undersigned hereby declares that the removal allowance to be granted based on the scheme (Contribution towards moving costs, boarding house costs and commuter travel University of Twente 2000-2002) can be setoff against the salary over the final month, together with the holiday allowance and year-end bonus, if at your request or as a result of facts or circumstances attributable to you, you resign or are dismissed within two years after the removal.

…… ……
signature date

C. Administrator's approval

The administrator agrees to the above application.

Allowance: ❑12 %

Special refund: Yes / No, namely:

…… ……
signature of administrator date

D. To be filled out by HR.

Allowance consisting of 12% of gross salary according to salary scale, including holiday allowance calculated over 12 months.

Gross salary per month € …… x 12 = € ……

Gross holiday allowance on annual basis € ……

Basis of calculation € ……

Allowance 12 % of basis of calculation € ……
(max. € 5445,-)

E. For your information

M/F

In order to become entitled to a removal allowance, this form needs to be completed and handed in to the administrator within two months after the removal. The administrator will sign for approval and send the form to the P&O department for payment.

The entire arrangement for "*Tegemoet-komingen in de kosten van verhuizingen, persionverblijf en woon- werkverkeer Universiteit Twente 2000-2002*" (Allowance granted by the University of Twente for expenses made in connection with removal, lodging and commuting) is available for inspection at the office of your faculty or department.

The latest information on removal allowances is available from the homepage of the Department of Personnel and Organisation.

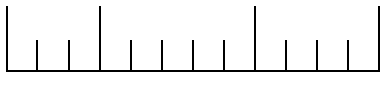
F. To be filled out by HR.

Date of receipt:

Date of prescription:

Reminder:

Date of completion:

Settlement (initials):

Cost chargeable to FI-code: