



## Relocation benefits package agreement form

Candidates who are recruited from outside the Island of Ireland may qualify for some or all of the benefits below, following the commencement of employment with St James's Hospital. This package is effective from 1 January 2023 to 31 December 2023.

Approved relocation package payable to candidates	EU/UK candidate payable up to	Non-EU candidate payable up to
Total allowances paid to candidates for flight and accommodation	€4,160	€4,710

Claims for reimbursement under this package cannot exceed the maximum set out. Proof of payment for flights from the country of origin, relocation expenses, accommodation expenses, visa costs and professional registration will be required for verification and reimbursement purposes. To claim appropriate benefit(s), claimants must complete the Relocation benefits package claim form and attach the appropriate original receipts within six months of commencing their employment with the hospital. An accommodation allowance is paid to the candidate for the first three months only.

The following additional costs are payable on behalf of the candidate:

- Registration fees
- Visa fees
- RCSI Aptitude Test fees
- POEA (Philippine Overseas Employment Registration)
- Language testing and examinations for the purpose of registration
- Recognition fee/ Validation of Qualification fee
- Return flight to the value of €800, on completion of two years' service.

### **Agreement**

By signing below, you agree to the above terms as they apply under this benefits package. You also agree that in the event of your resignation before the completion of 2 year's continuous service, or you do not pass your probation/adaptation programme, any amount owing as a result of benefits claimed under this package can be deducted from your final salary payment from the hospital or you will agree to refund it directly to the hospital.

I agree to the above terms and conditions:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Signed on behalf of the hospital \_\_\_\_\_ Date: \_\_\_\_\_

**Any claims received after six months of employment will not be processed**

OSPIDÉAL SAN SEAMAS  
ST JAMES'S HOSPITAL



### Relocation benefits package claim form

Please ensure all necessary supporting documentation (receipts / vouched expenses) accompanies your application. Failure to provide the required documentation will result in delays in processing for payment.

<b>Name</b>		<b>Employee number</b>	
<b>Grade</b>		<b>Start date</b>	
<b>Directorate/ department</b>		<b>Manager</b>	
<b>Staff member's contact number</b>		<b>Staff member email:</b>	

Candidates recruited from outside the Republic of Ireland will qualify for some/all of the recruitment benefits following the commencement of their employment with St James's Hospital. For information on revenue guidelines on allowable expenses, see [www.revenue.ie](http://www.revenue.ie).

Claims for reimbursement must be filled out on this form within six months of commencement of employment and original receipts for costs incurred must be presented to the Human Resources Department for verification, and copies retained for audit purposes. Original receipts should include; flight costs paid and the boarding card in the name of the staff member only, a letter of receipt of accommodation expenses paid and proof of professional registration payments.

<b>Include details of claim (e.g. flights (to/from) / accommodation expenses / NMBI registration fee)</b>	<b>Receipt / Vouched expenses attached</b>	<b>Amount being claimed per benefit</b>
		€
		€
		€
		€
		€
<b>Total amount being claimed</b>		€

Have you ever claimed for reimbursement of such benefits previously?

YES / NO

If "Yes", please outline the details:

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I declare all of the above information is correct and all appropriate receipts are attached. Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**HR – Office Use Only**

SAP record checked and confirmed: Name, personnel number, start date and grade

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please note that the terms and conditions of this agreement are subject to Public Service Agreements/ HR circulars

All receipts attached have been checked and verified: **YES** / **NO**

HR decision	Reason	Signature of HR Officer/ date – applicant informed
Application approved		
Application ON HOLD		
Application rejected		

If the application is approved, the HR officer enters information on a monthly spreadsheet and sends it to the Finance Department to be processed:

Flight	Accommodation	Allowances	Other expenses	Professional registration	Total amount approved
€	€	€	€	€	€

HR officer signed \_\_\_\_\_

HR supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved stamp – HR Business Teams:
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Please email this form to: [relocationliaisonsupport@stjames.ie](mailto:relocationliaisonsupport@stjames.ie)

Please note that the terms and conditions of this agreement are subject to Public Service Agreements/ HR circulars