



RELOCATION CHECKLIST

Do not forward this checklist to Ministerial and Parliamentary Services (M&PS)

This checklist is designed to assist you with the relocation process. Please refer to clause 31 of the *Commonwealth Members of Parliament Staff Enterprise Agreement 2016–2019* and the Enterprise Agreement Guideline 'Relocation Expenses' for further information.

To claim reimbursement for part or all of your relocation expenses, as agreed by M&PS, attach all relevant tax invoices, receipts and quotes to the *Claim for Reimbursement of Relocation Expenses form 73* and forward to M&PS.

RELOCATION DETAILS

- ▶ Have you discussed relocation with your employing Senator or Member? No
Yes

- ▶ Has a *Relocation of MOP(S) Act Employees form 49* been submitted to M&PS? No ▶ Submit form 49 before you relocate.
Yes

- ▶ Have you read the guidelines on Relocation expenses? No
Yes

- ▶ Have you spoken to M&PS about your relocation? No ▶ Discuss your relocation with M&PS by calling **02 6215 3333**
Yes ▶ Have you discussed the travel time required for your relocation with M&PS?
No Yes

- ▶ Has M&PS agreed to pay for your relocation? No
Yes ▶ Which costs will be paid by M&PS:

Relocation of personal and household goods?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Relocation of pets?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Storage of personal and household goods?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Relocation of vehicle(s)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Temporary accommodation?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

REMOVAL OF PERSONAL AND HOUSEHOLD GOODS

- ▶ Will you be using a commercial removalist to relocate your personal and household goods? N/A
No
Yes ▶ Have you obtained two quotes from two separate commercial removalists where the costs exceed \$500?
No
Yes ▶ Have you chosen the cheapest quote for your relocation?
No ▶ Seek approval from M&PS prior to committing yourself.
Yes

- ▶ Have you arranged for insurance, where the cover required is in excess of \$80,000? N/A
No
Yes

- ▶ Have you made arrangements to relocate your pet(s)? N/A
No
Note: Maximum cost payable is \$150? Yes

- ▶ **Have you attached the tax invoices and receipts to the *Claim for Reimbursement of Relocation Expenses form 73*?** N/A
No
Yes

STORAGE OF PERSONAL AND HOUSEHOLD GOODS

- ▶ Have you arranged for the storage of your personal and household goods? No
Yes ▶ Are storage costs included in the removal cost?
No Yes

▶ Have you discussed storage of personal and household goods with M&PS? No
Yes

Note: Storage payable is for a maximum of three weeks only.

▶ Have you obtained two quotes from two separate storage providers, including all relevant costs associated with the storage? N/A
No
Yes

▶ Have you chosen the cheapest quote for the storage of your personal and household goods?

No ▶ Seek approval from M&PS prior to committing yourself.

Yes

▶ **Have you attached the tax invoices and receipts to the Claim for Reimbursement of Relocation Expenses form 73?** N/A
No
Yes

TRAVEL EXPENSES

▶ Are you driving your own vehicle to the new location? N/A
No
Yes

▶ Is your spouse/de facto partner or dependant driving a vehicle to the new location? N/A
No
Yes

▶ Have you discussed and sought approval from M&PS for the possible payment of economy class airfares for yourself and your dependant(s), reasonable excess baggage and the possible freight costs for your vehicle(s)? N/A
No
Yes

▶ Where approval has been sought from M&PS for the vehicle(s) to be freighted, have you obtained two quotes from two separate vehicle freight companies?

No

Yes ▶ Have you chosen the cheapest quote for the freight of your vehicle(s)?

No ▶ Seek approval from M&PS prior to committing yourself.

Yes

Have you insured your vehicle(s) during the freight, as this will not be covered by M&PS?

No Yes

▶ **Have you attached the tax invoices and receipts to the Claim for Reimbursement of Relocation Expenses form 73?** N/A
No
Yes

TEMPORARY ACCOMMODATION

▶ Do you require temporary accommodation? No
Yes

▶ Have you discussed temporary accommodation with M&PS?

No Yes

Note: You may be required to pay a contribution towards your temporary accommodation. Temporary accommodation is payable for a maximum of three weeks only

▶ Have you advised M&PS of your new address and work base? No
Yes

▶ **Have you attached the tax invoices and receipts to the Claim for Reimbursement of Relocation Expenses form 73?** N/A
No
Yes

▶ Have you completed a *Change of Address* form 11? No
Yes