**REMOVAL EXPENSES**

**REQUEST FOR PRIOR APPROVAL**

***Internal Administrative Circular No. 5***

Last name: First name:

**As a result of** [ ]  my taking up duty

 [ ]  my termination of service

I have decided to move my furniture and personal effects as follows:

Country/City of departure:

Country/City of arrival:

Based on the removal quotation(s) provided, I choose the following removal company:

Total removal cost: Currency:

I hereby declare that the removal consignment does not contain goods which are subject to prohibition and/or restrictions when importing into or exporting from the concerned States.

I hereby declare that my removal expenses are not totally or partially reimbursed by another institution or employer. If they are, the reimbursement is as follows:

 Total amount: Currency:

[ ]  I hereby request the ITER Organization to settle the invoice directly with the removal company.

[ ]  I intend to pay the invoice myself directly and will ask for reimbursement to the ITER Organization.\*

[ ]  I opt for a “lump sum” payment based on 50% of the established ceiling (*applicable upon termination of service only*).

 Date:

 Signature of the staff member: