

### Relocation Reimbursement Timeline

<b>Deadline</b>	<b>Action required</b>	<b>Responsible</b>
Mid-April 2018	Q1 LDA payment	HEE Finance
4 <sup>th</sup> May 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
4 <sup>th</sup> June 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
5 <sup>th</sup> June 2018	HET submit April & May Relocation spend to Local Teams for inclusion in LDA	HET
4 <sup>th</sup> July 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
<b>July 2018</b>	<b>Review of Relocation Spending Months 1-3 &amp; forecasting</b>	<b>HEE Finance &amp; HET</b>
Mid July 2018	Q2 LDA payment	HEE Finance
4 <sup>th</sup> August 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
4 <sup>th</sup> September 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
5 <sup>th</sup> September	HET submit June, July & August Relocation spend to Local Teams for inclusion in LDA	HET
4 <sup>th</sup> October 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
<b>October 2018</b>	<b>Review of Relocation Spending Months 1-6 &amp; forecasting</b>	<b>HEE Finance &amp; HET</b>
4 <sup>th</sup> November 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
Mid October 2018	Q3 LDA payment	HEE Finance
4 <sup>th</sup> December 2018	Trusts submission of Relocation reimbursement spreadsheets	Trusts
5 <sup>th</sup> December 2018	HET submit September, October & November Relocation spend to Local Teams for inclusion in LDA	HET
4 <sup>th</sup> January 2019	Trusts submission of Relocation reimbursement spreadsheets	Trusts
Mid January 2019	Q4 LDA payment	HEE Finance

<b>January 2019</b>	<b>Review of Relocation Spending Months 1-9 &amp; forecasting</b>	<b>HEE Finance &amp; HET</b>
4 <sup>th</sup> February 2019	Trusts submission of Relocation reimbursement spreadsheets	Trusts
5 <sup>th</sup> February 2019	HET submit December & January Relocation spend to Local Teams for inclusion in LDA	HET
4 <sup>th</sup> March 2019	Trusts submission of Relocation reimbursement spreadsheets	Trusts
Start March 2019	Q5 LDA payment	HEE Finance
26 <sup>th</sup> March 2019	Trusts submission of Relocation reimbursement spreadsheets	Trusts