1. **Introduction**

The University offers a relocation package to support the recruitment of staff by assisting with the costs of relocation to an address within a 25 mile radius, or one hour’s travelling time, of the normal place of work.

2. **Scope**

This policy applies to all new staff appointed to grades 7 and above\(^1\) on the University’s single pay spine and staff appointed to the Professorial & Senior Management Staff Scale who meet the eligibility criteria set out in paragraph 3 and who are appointed on or after 1 January 2010.

3. **Eligibility**

Newly appointed staff (as defined in paragraph 2) are entitled to claim reimbursement of eligible relocation expenses if the following criteria are met:

- the initial appointment must be for a period of 2 years or more
- the employee’s existing residence must be outside a 25 mile radius or more than one hour’s travelling time of their normal place of work as defined within their contract of employment
- the employee must make a statement of intention to move within six months of their appointment
- the expenses concerned, and the related claim(s), must meet the conditions set out in paragraphs 4 to 11.

4. **Conditions**

4.1. You must change your main residence (see paragraph 9.4 below).

4.2. You must complete your claim within 18 months of the commencement of your appointment (please also see paragraph 9 regarding time limits for tax relief).

4.3. Reimbursement is not payable on promotion or extension or change of appointment within the University. However, where the University changes a member of staff’s normal place of work on a permanent basis, making it necessary to relocate, the Director of HR will have discretion to make available some or all of the provisions of the financial support for relocation expenses.

4.4. The financial support set out in paragraphs 5 and 6 is normally payable in respect of the relocation of one employee, but if two new members of staff from the same household are offered appointments at the University and relocate from one jointly-occupied home to another one within 25 miles or 1 hour’s

\(^1\) Policies relating to staff in grades 7 and above also apply to Research staff in grade 6 holding research terms & conditions of employment
travelling time of the normal place of work, each member of staff may make a claim subject to the limits in paragraphs 5 and 6.

4.5. The University will only contribute to temporary accommodation or commuting costs for a period of up to 9 months where a new member of staff continues to be responsible for the outgoings of their old home whilst actively trying to sell that home. HM Revenue and Customs (HMRC) rules state that tax relief for temporary living accommodation only applies where the employee intends to move to permanent accommodation to complete the relocation. So for an employee who lives in a hotel until the old home is sold and a new home purchased, or who moves into a rented house at the new location for the same reason, the hotel and the rented property represent temporary living accommodation.

4.6. The University will not pay suppliers direct or pay any expenses in advance of the employee taking up their appointment or incurring the costs.

5. **Allowances**

5.1. **Staff moving from outside Europe**
The University will provide financial support for relocation expenses of up to a maximum of £8,000 to all eligible staff, as defined in paragraphs 2 and 3 above, moving from outside Europe. Details of valid expenses that can be claimed are given in paragraphs 6 and 7 below.

5.2. **Staff moving from within the UK or Europe with a property to sell**
The University will provide financial support for relocation expenses of up to a maximum of £8,000 to all eligible staff, as defined in paragraphs 2 and 3 above, moving from within the UK or Europe with a property to sell. Details of valid expenses that can be claimed are given in paragraphs 6 and 7 below.

5.3. **Staff moving from within the UK or Europe without a property to sell**
The University will provide financial support for relocation expenses of up to a maximum of £5,000 to all eligible staff, as defined in paragraphs 2 and 3 above, moving from within the UK or Europe without a property to sell. Details of valid expenses that can be claimed are given in paragraph 7 below.

5.4. **Part-time Staff**
Members of staff appointed to part-time contracts will be eligible to receive reimbursement of relocation expenses as set out in paragraphs 5.1 to 5.3 and 6 in accordance with the same conditions as full-time staff. If the appointment is for less than 50% full-time equivalent the maximum support available will be subject to a pro rata calculation e.g. an employee selling an existing property within the UK, employed on a 30% contract, would be eligible for reimbursement of relocation expenses of up to £2,400, or, if moving from rented accommodation within the UK, £1,500.
5.5. The Director of HR may, in exceptional circumstances, allow reimbursement of expenses exceeding the allowances set out above for any particular employee by individual agreement with the person concerned.

6. **Appointment of staff from outside the UK**

6.1. The conditions set out above will apply with the following additional provisions:

- the employee may also claim, in addition to the financial support for relocation expenses set out in paragraph 5, the economy rate air fare to the United Kingdom for him/her and family (partner plus children) at the time of taking up the new appointment
- in addition to the eligible relocation expenses listed in paragraph 7, the employee may also claim (subject to the relevant limits in paragraph 5) excess baggage costs if there will be a delay in essential items being transported by sea freight.

6.2. Where expenses are incurred in foreign currencies, the amounts incurred should be shown, in the currency in question, in the relevant column of the [Relocation Expenses Claim Form](#). The rate of exchange used to calculate reimbursement will be the appropriate rate in force at the time Human Resources process the claim.

7. **Expenses that can be claimed**

7.1. This list is not exhaustive but details the most common types of expenditure which may be claimed. If you are unsure if your expenses will be covered, please contact the Staff Recruitment Team, Human Resources, to seek confirmation.

- Removal of household effects, including insurance in transit - **two quotations must be obtained** and the lowest of these will normally be relied upon.
- If the employee chooses not to use a removal firm but to undertake their own move, the cost of hire of a vehicle and associated fuel and insurance costs may be claimed.
- Moving domestic pets.
- Removal of personal effects from office/laboratory, e.g. books.
- Temporary storage, including insurance, of furniture if you do not move directly from the old residence to the new for a period of up to 9 months (but temporary storage is not an eligible cost if the employee has no intention of moving the belongings to the new residence).
- Solicitors’ fees for buying and selling property, including searches, property enquiries and land registry fees.
- Mortgage redemption and/or arrangement fees (excluding fees relating to fixed rate loans).
- Estate agents’ fees, or direct advertising costs if not using the services of an estate agent, for selling property.
- Surveyors’ fees.
- Stamp Duty.
- Fees for setting up initial rental agreement (excluding deposits).
- Travel costs (rail fares for the employee and his/her family, or mileage rate of 40p per mile) within the UK for the employee and his/her family for up to two return visits to look for accommodation, schools etc.
- The cost of up to 7 nights’ hotel accommodation for the employee and his/her family on arrival in Kent or whilst visiting the area to look for accommodation, schools etc. (does not include related food, drink or other sundry costs).
- Travel costs of a single standard rail fare for the employee and his/her family, or mileage rate of 40p per mile, when the actual move takes place.
- Ongoing rental commitment on the original property, once it is left empty, for a period not exceeding 3 months, if is it not possible to break an existing lease agreement.
- Temporary accommodation or commuting costs for a period of up to 9 months if the eligibility criteria in paragraph 4.5 above are met.

8. Expenses that cannot be claimed

8.1. Expenses that are explicitly excluded from the University’s relocation expenses reimbursement scheme are:

- Removal of office and laboratory equipment from the premises of the employee’s previous employer (the employing department may, by prior agreement, be able to fund all or part of these costs by direct payment to the previous employer or to a removal firm).
- Costs relating to the quarantine of domestic pets.
- Security deposits relating to rented accommodation and other refundable deposits.
- Redirection of mail.
- Council tax bills.
- Car rental.
- Purchase of new domestic goods.
- Mortgage arrangement fees related to fixed-rate loans.
- Payments for services provided by relocation companies (other than household removal fees).
- Assistance with Mortgage deposits or loan payments.

9. Income tax legislation

9.1. Any payments made as part of the University’s relocation expenses reimbursement scheme are exempt from income tax (up to a maximum of £8,000) provided the expenses are within the categories of allowable expenses.
set by HMRC, and are incurred before the end of the tax year following the one in which the employee starts their new job (a tax year runs from 6 April one year to 5 April the next). For example, if the employee starts their new job:

- on 4 January 2010, they have until 5 April 2011 to use their exemption
- on 1 June 2010, they have until 5 April 2012 to use their exemption.

9.2. HMRC may, upon application by the employee, grant an extension of the time limit in extenuating circumstances, for example, if the employee has to delay moving to allow a child to complete school exams, or because the employee cannot sell their old home or find an affordable new one within the time limit.

9.3. Employees moving from outside the UK will be able to get tax relief on their international travelling costs to the UK as well as a maximum of £8,000 of allowable relocation expenses as set out in paragraph 7.

9.4. To qualify for tax exemption the new home that you move to must become your main residence. The inland revenue guidance on what qualifies as a main residence is as follows:

- if, for example, you stay in your new home only during the week, return to your existing family home most weekends and your family do not intend to move permanently to your new home, then your old home will probably remain your main residence. In that case, you would not be entitled to the relocation exemption.
- but, if you buy a new home, move into it with your family and rent out your old home, your new home will probably become your main residence. If it does, you will qualify for the exemption.

9.5. Other than international travelling costs under paragraph 6, any reimbursement exceeding £8,000 will be subject to income tax and will be reported on form P11D; the University will not be responsible for any tax liabilities which may be incurred by the employee either on such excess, or if tax relief is denied subsequently by HMRC in respect of any expenses that do not qualify for exemption under the HMRC rules, or on reimbursements made outside the time limits.

9.6. Further information on the rules regarding tax exemption for relocation expenses is available on HMRC website: [http://www.hmrc.gov.uk/guidance/relocation.htm](http://www.hmrc.gov.uk/guidance/relocation.htm)

10. Repayment

10.1. When a member of staff who has received financial support towards relocation expenses resigns before completing 2 years in the service of the University he/she will be required to repay the reimbursed expenses in whole or in part. Repayment will be on a sliding scale as follows:
10.2. On receipt of a resignation letter from an employee who has received reimbursement of relocation expenses, HR will check if the employee will have completed 2 years’ service at the point their resignation takes effect. If not, HR will write to the individual to confirm the amount of the reimbursed relocation expenses which is repayable, and to arrange repayment terms. Any outstanding amount may be deducted from an employee’s final salary if repayment terms have not been agreed in advance of their last day of employment.

11. Procedure for making a claim

11.1. Your claim should be submitted on a Relocation Expenses Claim Form to the Operational Services Team, Human Resources, The Registry.

11.2. For audit purposes, your claim must be accompanied by appropriate documentation including proof of payment e.g. an official receipt, electronic booking confirming the amount paid. It must be clear from the documentation what the payment was for. All invoices must be accompanied by a receipt or have an official stamp indicating that they have been paid. In the case of expenses related to the sale or purchase of property the final receipted Solicitor’s completion statement must be submitted. If a removal firm has been used, two quotations for household removals must be submitted, together with the invoice and receipt for the chosen firm.

11.3. If you are making a claim for temporary accommodation or commuting costs you will need to provide evidence that your existing property is on the market.

11.4. Your claim may be made in as many instalments as suits you, it is not necessary to wait until you have completed your relocation to make a claim.

11.5. Once each claim has been processed, you will receive a letter from HR detailing the amount of reimbursement you will receive.

11.6. The University’s preferred payment method in relation to the reimbursement of relocation expenses is via BACS (Bankers Automated Clearing System) although payment by cheque can also be arranged.

Policy Approved By: Executive Group
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