**Relocation Expenses**

**1. Purpose**

* 1. The purpose of the relocations policy is to compensate, in part, the financial loss incurred by new employees who are required to relocate their permanent residence to within daily travelling distance of the University
	2. This benefit is not a grant but a sum against which a claim can be made for reasonable expenses incurred in moving your home

**2. Scope**

* 1. The scheme applies to members of Grade 10 staff and above, employed on senior staff contracts, taking up a first appointment with the University of at least three years’ duration and who have to change their place of residence as a consequence of taking up appointment. Applicants should be aware that if they leave before serving three years’ continuous employment with the University from the date of appointment they will be required to refund some or all of the expenses paid. The Vice-Chancellor has discretion to widen the scope of the scheme to include other employees given the particular circumstances on each case.
	2. Relocation expenses will normally only be payable to service staff who move to within 30 miles of Huddersfield providing that the original home was more than this distance from Huddersfield. It is expected that staff will make every effort to move house in as short a time as possible and in any case within 12 months of the start of their employment. The University is sympathetic to the difficulties associated with moving house and extensions to this timescale may be available depending on individual circumstances. If you are concerned about the deadline you should discuss your situation with the Head of Human Resources on ext. 2776, email r.sivori@hud.ac.uk. However, the maximum period will be in accordance with HMRC rules for exemption of tax and Class 1A NIC liability i.e before the end of the tax year following that in which the employee takes up the new appointment.
	3. Where two members of staff are relocating to the same home the University will only accept one claim up to the maximum £8,000 value on behalf of the new household.

**3. Allowance**

* 1. Relocation costs will be refunded in full or up to a maximum of £8,000 whichever is the lesser sum. Relocation costs are defined as those necessarily incurred in the relocation of home and individuals must change their main place of residence. Qualified expenses are specified by the HMRC and must be supported by receipts. These are:
1. disposal or intended disposal of old residence acquisition or intended acquisition of new residence
2. transporting belongings
3. travelling and subsistence
4. domestic goods for the new residence

**4. Recovery**

* 1. In the event of a resignation or termination of the contract, including the non renewal of a temporary contract, within three years of the date of appointment, repayment of relocation costs will be required as follows:

Resignation within a period of one year: 100%

Resignation after one year but before 3 years: Repayment of full amount received less 1/36th of this amount for each calendar month of service

**5. Discretion**

* 1. In special cases, such as those involving movement from overseas or in times of recruitment difficulty, the Vice Chancellor may, at his discretion, exceed the limits of the allowance.

**6. Application**

* 1. To apply employees should complete Reloc 1 form and submit this to the Head of Human Resources for authorisation. Claims will be processed by the Finance Department.

**Reloc 1**

**Employee Name:**

**Employee Number:**

**School/Service:**

**Employment Start Date:**

**New Address**:

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I certify that I have incurred the above expenditure in relation to relocation and have attached receipts for all items.

I accept that if I leave the employment of the University, or if my employment is terminated within one year, I will repay the full amount claimed under this scheme. I authorise deductions from my salary during any notice period to enable repayment and I agree to pay any outstanding repayments in excess of salary reductions.

I accept that if I leave the employment of the University, or if my employment is terminated between 1 and 3 years, I will make a repayment of the full amount received less 1/36th of this amount for each full calendar month of service claimed under this scheme. I authorise deductions from my salary during any notice period to enable repayment and I agree to pay any outstanding repayments in excess of salary reductions.

**Signed:** **Date:**

For Budget Holders use:

£

**Budget Line:** **Cost Centre:** **Amount:**

**Signed:** **Date:**

For Human Resources use:

I confirm that this member of staff qualifies for relocation expenses [ ]

I confirm that this member of staff has qualified for discretion under the relocation expenses policy [ ]

**Account Code:**

**Signed:**  **Date:**

 *(Head of Human Resources)*

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| --- | --- | --- |
| **Detail of Expenditure Incurred** | **Amount** | **Receipt Attached** |
|       |       |       |
| **Total of this claim** |       |  |
| **Total claimed to date** |       |  |