

BISHOP GROSSETESTE UNIVERSITY
Document Administration

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Scope:	The scheme applies to members of staff taking up their first appointment at Grade 7 or above with the University of at least three years in duration, and who have to change their place of residence in consequence of taking up appointment.	
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Owner	Director of HR	
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*Please note, this document remains valid until formally revoked or replaced by the University.

Purpose

The purpose of this relocation 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.

Scope

All claims under the scheme are subject to the final approval of the Director of HR. With effect from the 1st July 2018, the University will reimburse up to a maximum limit of £5,000 (inclusive of VAT) towards expenses necessarily incurred in relocating as a result of obtaining employment with the University. In all cases, payment will only be made following submission of a Relocation Expenses form that is supported by proof of expenditure.

Please note that all payments are discretionary and are subject to the following conditions:

- Relocation expenses are only payable to new employees appointed as a result of an external recruitment advertisement.
- Although expenses may be incurred prior to the start date, payments for accrued expenses will not be made until after the individuals contractual start date.
- The relocation must take place within 12 months of taking up this appointment. In exceptional circumstances, consideration by the Director of HR may be given to the extension of this limit.
- The scheme applies to members of staff taking up their first appointment with the University at Grade 7 or above of at least three years in duration, and who have to change their place of residence in consequence of taking up appointment.
- Relocation expenses will be payable to staff who move to within 30 miles (45 minutes travelling time) of their main campus base providing that the original home was at least 50 miles away from campus. If an employee is living less than 50 miles away but the move is necessary for operational reasons, any associated payments must have been determined and agreed by the Director of HR in advance.
- 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.
- 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 a pro rata amount of the expenses paid.

- There is only one relocation package per household.
- Part time employees who are remunerated on a fractional part-time basis will be eligible for pro-rata reimbursement.
- Employees moving from rented property may claim appropriate costs involved in purchasing a property when moving to take up a position at the University, and subject to the limits as defined above, may also claim any additional rent incurred where moving means that two rents must be paid simultaneously for an interim period.
- Employees who are seeking permanent accommodation but are living in temporary accommodation will be entitled to claim towards the cost of additional accommodation for a limit of £100 per week for a maximum of 12 weeks.

Allowance

Relocation costs will be refunded in full or up to a maximum of £3,000. Relocation costs are defined as those necessarily incurred in the relocation of home and may include the following:

- Removal of furniture and effects. If the costs will exceed £1,000 then three different quotes must be obtained, the amount of reimbursement being related to the lowest quote.
- Legal and professional fees. If the costs will exceed £1,000 then three different quotes must be obtained, the amount of reimbursement being related to the lowest quote.
- Temporary accommodation costs for a property within the local area. If the employee is in the process of selling their current property in order to relocate closer to BGU.
- Travel expenses to new home for the employee, their partner and dependants. All fares will be reimbursed at standard class only.

In all cases reimbursement will normally only be made on submission of a payment receipt.

Recovery

In the event of resignation or termination of the employment contract by the University within three years of the date of appointment, repayment of any relocation expenses will be required as follows:

Less than one year from start of employment – 100%

More than one year but less than two years from start of employment – 50%

More than two years but less than three years from start of employment – 25%

Discretion

In special cases, such as those involving movement from overseas or in times of recruitment difficulty the Director of HR may, at their discretion, recommend that the limits set out above are varied.

Application

Relocation expenses must be claimed within 12 months of the date of appointment. Applications for payment should be made using the attached form with relevant quotes and receipts attached addressed to the Human Resources Department.



Claim for Relocation Expenses

Name and address:

Postcode: _____

Post appointed to: _____

I wish to claim the following relocation expenses:

Item	Please tick if relevant	Value (£)
Removal costs		
Legal and professional fees		
Temporary accommodation costs		
Travel Expenses		

I certify that the expenses shown above have been incurred by me for the purpose of relocation and that I understand and agree to the terms and conditions of the scheme.

Signed: _____ Date: _____

RECEIPTS AND QUOTES WHERE APPROPRIATE MUST BE SUBMITTED TO SUBSTANTIATE ALL CLAIMS

Authorised: _____ Date: _____
Director of HR

Code____31800 6200 _____