



# RELOCATION POLICY

## 1. INTRODUCTION

This document outlines the financial support the University of Suffolk may make available to help newly appointed staff needing to relocate their home in order to take up their post with us. Prior agreement for this policy to apply, must be sought from People and Organisational Development Team.

## 2. ELIGIBILITY

These arrangements apply to staff taking up a new appointment if:

- The post is permanent or fixed term of three or more years duration.

- The existing home is more than 50

HM Revenue & Customs has set a time limit on relocation. Relocation must be completed before the end of the tax year (5 April) after the one in which the employee takes up their new position.

In the event of two members of a single household each taking up appointments with us at or around the same time, the arrangements set out herein will only apply once.

## 3. APPROVAL

All claims are subject to the approval of the Director of People and Organisational Development, or their delegated authority within their authorised limit. Claims must be submitted via EBIS together with the Staff Expenses claim form and original receipts and, where appropriate, estimates.

Claimants uncertain about the arrangements set out herein, or whose circumstances may necessitate alternative arrangements, should contact a member of the People & Organisational Development team to discuss their needs prior to incurring expenses, in the first instance.

#### **4. ALLOWABLE EXPENSES**

## **7. TAX AND NATIONAL INSURANCE**

At time of writing, the benefits set out above are paid free of tax and National Insurance up to the maximum limit of £8000, because they are within the provisions prescribed by the HMRC. Should these exemptions change, recipients will be responsible for any emerging tax and/or NI obligations. Should the University of Suffolk agree to reimburse any expenses outside of the prescribed list, tax and National Insurance will be deducted.

Please also see

## Appendix 1

### *House hunting*

We will reimburse reasonable travelling expenses and accommodation costs incurred by you to cover visits to the area for house-hunting purposes.

### *Buying and selling property to relocate*

We will contribute towards the following relocation costs reasonably incurred by you in selling one property to purchasing another:

We will not contribute towards the costs of purchasing a new property unless you are selling your existing property to purchase another.

The following may be claimed within the relocation limit:

Your estate agency, auctioneer and advertising fees associated with selling your existing property.

The legal and conveyancing fees associated with selling your existing property.

A contribution towards any mortgage redemption penalty payable as a result of early redemption of the mortgage loan in relation to your existing property.

Any charges for disconnection of public utilities and white goods (such as washing machines) serving your existing property and connection of public utilities and white goods serving your new property

The legal and conveyancing fees (including survey, Land Registry, search and mortgage arrangement fees) associated with the purchase of your new property.

The stamp duty incurred in connection with the purchase of your new property. Please see

If you are renting out your existing property, before or while trying to, sell it any rental income received on the rented out property must be offset against the cost of temporary accommodation. The difference only will be covered by this scheme.

The cost of temporary accommodation is normally for up to 3 months while seeking more permanent housing in the area; any cost beyond 3 months is at the discretion of the Director of People & Organisational Development or Head of People.

Where travel necessitates rail travel or flights, these should be economy class and timed to achieve best value, as far as is reasonably possible.