



Relocation Grant Scheme

- 1. Introduction**
 - 1.1 The scheme provides financial assistance, up to a maximum of £2000, to staff who, as a direct result of appointment, necessarily incur expenditure in moving nearer to their place of work.
 - 1.2 The following notes are intended to clarify the extent of assistance offered by the scheme; who is eligible to apply; how to apply; and how to claim.
 - 1.3 In order to avoid any misunderstanding, the terms and conditions should be read carefully. Further information is available from the Personnel Department.
 - 1.4 This scheme will apply to eligible staff with effect from 1 January 1995.

- 2. Eligibility**
 - 2.1 To qualify for assistance under the scheme, you must:-
 - be a newly appointed full-time or proportional full-time member of staff; and
 - be appointed for a period of at least two years; and
 - be moving significantly closer to your new place of work; and
 - be moving to within 30 miles of your new place of work.

Other cases, eg staff appointed for a period of less than two years may be considered for eligibility at the discretion of the Director of Personnel.
 - 2.2 You must have received written notification of eligibility from the Personnel Department before any expenses can be claimed.
 - 2.3 The move must take place within 12 months of commencement of appointment with the University unless a written extension from the Personnel Department has been given. Extensions of this time limit will only be granted in exceptional circumstances at the discretion of the Director of Personnel. A request for extension should be sent in writing to the Personnel Department, giving details of the special circumstances applying, including, where appropriate, indications of attempts to move home.

- 3. Exclusions**
 - 3.1 You are not eligible for assistance under the scheme if any other member of your household is claiming, or will be claiming, relocation expenses in connection with the move, either from the University or from any other source. A statement must be signed to this effect on the application form PD20.

- 4. Coverage**
 - 4.1 You may claim costs directly related to the removal of household effects (including insurance in transit) to the new home. The term 'household effects' does not extend to include such items as caravans, trailers, motor vehicles, boats and other items which cannot easily be transported in a removal van.
 - 4.2 If you choose to move yourself and do not engage a contractor, the expenses of the hire of a van from a van hire company and the cost of petrol and insurance may be claimed. Labour charges are not reimbursed.
 - 4.3 If two moves are necessary (i.e. from previous home to temporary accommodation and/or storage and then into permanent accommodation) costs related to both removals and to storage charges may be claimed, within the £2000 maximum.

- 4.4 Claims can be made for legal and other professional fees directly connected with the following: sale and/or purchase of a property; a move to and/or from rented property; the preparation of a bridging loan (but not for interest and capital repayment charges relating to the loan).
 - 4.5 Claims may also be made for costs related to additional expenses directly associated with relocating, e.g. lodging expenses where the claimant is maintaining two homes, travel at weekends, and expenditure on basic household requirements such as carpets, cooker, refrigerator, connection charges, etc. Claims may not be extended to the purchase of luxury items. Reimbursement will be at the discretion of the Personnel Department, whose staff will advise on what expenditure can be claimed under the scheme.
 - 4.6 If eligible for the scheme, you will be entitled to claim costs, upon submission of VAT receipts, up to a maximum amount of £2000. This rate is reviewed annually on 1 August.
 - 4.7 If you are in doubt as to whether any expenditure will qualify for reimbursement you should seek advice from the Personnel Department beforehand.
- 5. How to apply**
- 5.1 Complete form PD20 issued by the Personnel Department and return it to the Personnel Department, Mithras House, Moulsecoomb.
 - 5.2 The Personnel Department will send you written notice indicating whether or not the application is approved and several copies of form PD15 on which claims for reimbursement should be made.
- 6. How to claim**
- 6.1 Completed forms PD15, accompanied by the relevant receipted VAT invoices, or, in the case of temporary accommodation, a signed note confirming receipt of payment, should be submitted to the Personnel Department. Please note that payment will not normally be made for items not accompanied where appropriate by receipted VAT invoices.
- 7. Repayment**
- 7.1 If your employment with the University comes to an end for any reason within two years of the first day of service, you will be required to repay any grant made to you on the following basis:

100% of the total paid if the last day of service is within one year of the first day of paid service, reducing by one-twelfth for each completed month of service beyond one year. The repayment will be deducted in full from your final salary payment. If the final salary payment is not sufficient to cover the amount owing, you will be invoiced for the outstanding amount by the Finance Department.