

International Relocation: Allowance and assistance

The University provides a relocation allowance to meet the expenses of relocating from outside the United Kingdom and Ireland.

1. Eligibility

- Appointment is at Grade 6 and above
- Indefinite appointment or a fixed term of 2 years or over

After relocation, home addresses should be within a radius of 35 miles from the Bailrigg campus.

2. Relocation fund

Staff will be informed of the maximum amount they can reclaim in their letter of appointment. This is subject to a ceiling of one-eighth of gross annual starting salary or one-eighth of the spinal point 27, whichever is higher.

3. Claimable expenses

The relocation fund may be used towards the cost of:

- a) Travelling expenses by economy class for the member of staff, partner and children where these arrangements are made using the University's travel team (travel@lancaster.ac.uk)
- b) Services provided by the University's relocation partner Sterling Lexicon including, but not limited to:
 - i. Removal expenses for the reasonable cost of transporting furniture and household effects (including the cost, if any, of storage, where necessary, and reasonable transit insurance cover); provided that at least two estimates have been provided by HCR in advance
 - ii. The fees of solicitors and estate agents for house sale, purchase and stamp duty
 - iii. One house survey fee leading to a successful house purchase
 - iv. A range of orientation services to facilitate a smooth relocation to Lancaster

A representative from HCR Ltd will make contact with you once you have accepted your appointment.
- c) Other reasonable items of expenditure associated with relocation, where approved by Human Resources.

4. Making a claim

- 4.1 Services should be initiated no later than one year after the commencement of employment. Where this is not practical, approval should be sought in advance from Human Resources.
- 4.2 The relocation allowance is offered in line with current HM Revenue and Customs regulations that stipulate no deduction for tax will be made (up to a maximum of £8,000) where services are taken prior to the end of the tax year following that in which the relocation took place.
- 4.3 In the case of employees leaving the University before completing one year's service, the University reserves the right to reclaim all of the relocation expenses paid. If service is one year but less than two years, the sum reclaimed will be 50% of the total amount paid.

Note

Relocations from within the United Kingdom and Ireland will be processed in line with the separate domestic relocation scheme.

March 2016