

Relocation: reclaiming expenses

The University has a scheme to pay relocation expenses within the United Kingdom and Ireland where relocation is considered to be essential in that, without it, the travelling distance to the University would be unreasonably great.

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-twelfth of gross annual starting salary or one-twelfth of the spinal point 27, whichever is higher.

3. Claimable expenses

The following expenses will be reimbursed, upon submission of appropriate receipted invoices:

- a) 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 obtained in advance from removal firms and submitted to HR with the relocation claim. The University will reimburse the lowest of these estimates.
- b) The fees of solicitors and estate agents for house sale, purchase and stamp duty.
- c) One house survey fee leading to a successful house purchase.

Other reasonable items of expenditure associated with relocation may be approved by Human Resources for reimbursement, for example:

- d) The costs of temporary accommodation prior to your full relocation
- e) Self-drive van hire and storage
- f) Lease arrangement fee where it is necessary to rent a property
- g) Travel to Lancaster prior to, or on, relocation

4. Making a claim

- 4.1 Please complete, sign and scan relocation claim form and email this to HR@lancaster.ac.uk along with scanned receipted invoices. We aim to process claims within 3 weeks of receipt.

Receipted invoices should be submitted to HR no later than one year after the commencement of employment. Where this is not practical, approval should be sought in advance from HR.

Reimbursement will be made in line with current Inland Revenue regulations that stipulate no deduction for tax will be made (up to a maximum of £8,000) if such reimbursement is made prior to the end of the tax year following that in which the relocation took place.

Claims for reimbursement will be processed on commencement of employment.

- 4.2 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

A separate International Relocation Scheme is available for relocations from outside the UK and Ireland.