



# Relocation Expenses Reimbursement Policy

## Key Details

<b>POLICY TITLE</b>	<i>Relocation Expenses Reimbursement Policy</i>
<b>DATE APPROVED</b>	<i>6 November 2024</i>
<b>APPROVING BODY</b>	<i>Academic Board</i>
<b>VERSION</b>	<i>2.0</i>
<b>PREVIOUS REVIEW DATES</b>	<i>June 2022</i>
<b>NEXT REVIEW DATE</b>	<i>November 2027</i>
<b>OUTCOME OF EQUALITY IMPACT ASSESSMENT</b>	<i>No major change</i>
<b>RELATED POLICIES / PROCEDURES / GUIDANCE</b>	<i>UK VISA and Immigration (UKVI) Sponsorship and Financial Support Policy (new)</i>
<b>IMPLEMENTATION DATE</b>	<i>6 November 2024</i>
<b>POLICY OWNER (JOB TITLE)</b>	<i>Chief Officer Resources</i>
<b>UNIT / SERVICE</b>	<i>People Services</i>
<b>CONTACT EMAIL</b>	<a href="mailto:lstrange@cardiffmet.ac.uk">lstrange@cardiffmet.ac.uk</a>

## Version Control

<b>VERSION</b>	<b>DATE</b>	<b>REASON FOR CHANGE</b>
<i>1.0</i>	<i>00 Month 0000</i>	<i>Update to contact details and delegated authority guidance.</i>
<i>1.1</i>	<i>00 Month 0000</i>	<i>Removal of visa cost exclusion</i>
<i>1.2</i>	<i>00 Month 0000</i>	<i>Introduction of international allowance</i>
<i>1.3</i>	<i>June 2022</i>	<i>Policy updated to accommodate all grades of staff</i>
<i>2.0</i>	<i>October 2024</i>	<i>New version – VISA &amp; NHS financial support moved to a separate policy. Limits placed on eligible grade, qualifying distance increased.</i>

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## 1 Statement and Purpose

- 1.1 Cardiff Metropolitan University aims to attract, recruit and retain outstanding candidates. In support of this aim, the Relocation Policy and Procedure is designed to support mobility so that national and international geography are not a barrier to recruitment.
- 1.2 The policy is designed to support newly appointed employees with the financial and practical challenges associated with relocating.
- 1.3 The relocation package is intended to be a contribution to the costs incurred in relocating and is not a commitment to meet all the costs involved. Expenses are reimbursed in line with HMRC guidelines.
- 1.4 This policy is non-contractual.

## 2 Scope

- 2.1 Existing members of staff are not eligible to claim relocation expenses. Newly appointed employees will qualify for relocation expenses where the following criteria are met:
  - 2.1.1 They have accepted a written offer of employment with Cardiff Metropolitan University, all pre-engagement checks are complete, and the appointment has been confirmed
  - 2.1.2 The employment is a permanent tenure. Fixed term contracts for periods of less than 3 years and casual workers are excluded.
  - 2.1.3 The employee is relocating from a main residence 60 miles (as the crow flies) or more from their proposed University work-base.
  - 2.1.4 The employee is moving to a main residence, which is less than 30 miles away (as the crow flies) from their contracted University work-base.
  - 2.1.5 The employment is for a grade 7 position or above.
- 2.2 This policy does not cover support for VISA or NHS costs requirements. Please refer to the UKVI Sponsorship, Endorsement and Financial Support Policy for details of support available in these areas.

## 3 Allowances

- 3.1 Eligible employees moving from within the UK or overseas will be entitled to claim receipted relocation expenses (including VAT), up to £4,000. Please see annex 1 for a list of eligible items that may be reclaimed.
- 3.2 Where eligible, employees relocating from overseas are entitled to claim up to £4k of receipted eligible expenses inline with 3.1, and up to a further £4,000 of eligible receipted expenses, to cover international travel and removal costs. Please see annex 1 for a list of eligible items that may be reclaimed.

- 3.2.1 Visa and NHS entry costs are excluded by the University from relocation reimbursements. Staff seeking support for VISA and NHS costs should refer to the UKVI Sponsorship, Endorsement and Financial Support Policy
- 3.3 The total cost of all relocation expenses claimed should not exceed £4,000 for UK relocations or £8,000 for relocations from overseas. All claims must be receipted and evidenced.
- 3.4 Exceptional requests in excess of £8,000 are subject to HMRC tax and NI contributions and will require the **prior** approval of the Dean/Director **and** the Chief Officer (Resources). The costs of any tax and NI charges will be borne by the member of staff.
- 3.5 Payment of relocation expenses will only be made in relation to eligible expenditure and must be supported by original receipts. See Annex 1.
- 3.6 A new member of staff will not be eligible to make a claim for assistance under the scheme if any other member of their household is claiming, or will be claiming, the relocation expenses in connection with the move, either from the University or from another source. In submitting an expense form the individual is agreeing to this requirement.

#### 4 Permissible Costs

- 4.1 The University's policy is that the type of relocation costs that the University will reimburse must fall within the HMRC definitions of qualifying costs for the purpose of tax relief, the University limits these items to those listed in [Annex 1](#). The only exceptions being:
- 4.2 Payments made above the £8,000 HMRC relief limit
- 4.3 A list of eligible costs approved by the University can be found at [Annex 1](#)
- 4.4 Where interpretation of guidance remains in doubt, please contact the Head of Payroll and Pensions [payroll@cardiffmet.ac.uk](mailto:payroll@cardiffmet.ac.uk)

#### 5 Claiming Relocation Expenses

- 5.1 Relocation expenses must be submitted on a properly completed [removal expenses claim form](#) together with supporting original receipts.
- 5.2 Relocation expenses claims cannot be made in advance of the employee's start date and no relocation expense advances will be made.
- 5.3 To qualify for tax exemption, removal expenses must be incurred and claimed within 12 months of the employment start date
- All claims made outside of the HMRC time limits are fully taxable even if the claim is less than £8,000. Claims received outside of the HMRC time period will be taxed at the employee's income tax rate applicable at the time and taxes will be deducted from employees' pay. It is therefore in

employees' best interests to submit a prompt claim. Tax costs arising from late submissions will be borne by the employee.

- 5.3.1 Employees should allow up to six weeks for claims to be received and processed by Finance and payments will be made on the subsequent payroll run.
- 5.3.2 Employees must take account of the above time limitations when submitting a claim.
- 5.4 All claims in relation to this policy and procedure must be made in a single claim after the newly appointed employee has started work.
- 5.5 Claims will be met by the departmental budget of the employing school or unit.
- 5.6 Claims must be authorised by the relevant Dean, Director or delegated budget holder. Once approved the claim should be sent to [payroll@cardiffmet.ac.uk](mailto:payroll@cardiffmet.ac.uk) for checking and processing.

## 6 Repayment of Relocation Expenses

- 6.1 When claiming relocation expenses, the employee signs a declaration to indicate that should they leave the employment of the University before the completion of 3 years' service, that they understand that all, or a proportion of the relocation payment must be repaid to the University.
- 6.2 Where the employee leaves Cardiff Metropolitan University within 3 years of appointment, the University will be repaid on the following basis:
  - 6.2.1 Within one year of employment: 100% of sums paid.
  - 6.2.2 Within two years of appointment: 50% of sums paid.
  - 6.2.3 Within three years of appointment: 25% of sums paid.
  - 6.2.4 By exception, for certain posts alternative repayment terms may be agreed by the Chief Officer Resources in the engaging employment contract.
- 6.3 The requirement to repay relocation expenses will be waived should an employee leave before the three years has expired following a change instigated by the University over which the individual has no direct control.
- 6.4 Where a member of staff has received relocation expenses and leaves the University within the 3-year period, the budget holder must promptly notify the Finance and People Services Departments so that a payroll deduction can be processed.
- 6.5 Wherever practical, and in most cases, the repayment will be deducted automatically from the employee's salary. If there is an outstanding balance, the employee will be required to repay the amount due before they leave the University's employment.

## 7 Policy Revision

- 7.1 The Finance Department and People Services Department will proactively advise and support the application of this policy.
- 7.2 To ensure it is relevant and effective, this policy will be reviewed every three years or whenever there is a change in the University's requirements, employment legislation or case law.

## 8 Annex 1 Eligible Relocation Expenses

- 8.1 The Relocation Policy has eligible costs that are approved and agreed at the University's discretion, it does not include all the categories of tax exempt allowances outlined in [HMRC's rules](#). The University's eligible costs are outlined below, and these are the only expenses that will be reimbursed. In all cases, the best value possible must be sought. Relocation expenses may be claimed by new employees appointed on an open-ended permanent contract.
- 8.2 Cost of hotel (or equivalent) for one preliminary visit to the area to secure long term accommodation, up to a maximum of 2 nights (this does not include travel and subsistence).
- 8.3 Personal travel to take up post – one trip only. Travel costs for the newly appointed employee and immediate family will be covered. Immediate family are partner and dependent children aged 18 and under. Other family members, such as parents, are not included.
- 8.4 Where class of travel above economy or standard is preferred, the University will only reimburse the cost of economy/standard fare and the newly appointed employee will pay the difference. In this situation, evidence of economy travel costs on the date of travelling must be provided by the newly appointed employee.
- 8.5 Personal travel may include:
- Car travel UK: mileage allowance at the current rate of direct travel from the previous residence to the new residence
  - Car travel International: reimbursement for receipted petrol costs
  - Rail travel: the cost of standard rate rail fare
  - Coach travel: the cost of standard rate coach fare
  - Sea travel: the cost of standard rate for a car ferry
  - Air travel: the cost of economy rate one-way flight
  - Transporting up to 2 family pets at aeroplane or boat cargo rate only. Other forms of pet transportation must be borne by the employee
- 8.6 Removal and transportation of furniture including:
- Van Hire
  - Removals company – evidence must be provided of 3 quotations and the University will reimburse the cost of the lowest quote. Any difference will be paid by the newly appointed employee.
  - Shipped packages
  - Removals insurance

- Temporary storage fees for household effects, up to a maximum of 3 months
- 8.7 Professional expenses in relation to the purchase or sale of a residence, including:
- Solicitors' fees
  - Stamp duty
  - Land Registry fees
  - Valuation fees
  - Search and survey fees
  - Conveyancing
  - Estate agents' fees or advertising fees
  - Letting agents' fees
- 8.8 Reasonably priced temporary accommodation up to a maximum of 6 months when maintaining a property elsewhere. To claim this, proof of mortgage and a copy of the signed tenancy agreement for the temporary accommodation are required, plus copies of bank statements showing payment of both mortgage and rent for the period in question. Payment will only be made where dates clearly coincide and can only be paid retrospectively.
- 8.9 For VISA and NHS costs please refer to the University's UKVI Sponsorship, Endorsement and Financial Support Policy.
- 8.10 The Relocation Policy does **not** cover:
- Costs of redirecting mail
  - Cleaning costs
  - Meals and subsistence costs incurred whilst travelling and after arrival
  - Refundable deposits/bonds required for rental properties
  - Utility bills
  - Council tax
  - Household items such as curtains, carpets, white goods, linen, furniture
  - IT equipment such as laptops, printers and Wi-Fi installation
  - Kennelling and quarantine of domestic pets
  - Travel costs for appointments related to visa applications
  - Associated visa costs (such as service fees, English Language test, biometric fee, postage)



- Passport costs

8.11 The above is not an exhaustive list. If there is any doubt whether an expense qualifies under the relocation policy, the employee should contact the Head of Payroll and Pensions **prior to incurring the cost**. Please email [payroll@cardiffmet.ac.uk](mailto:payroll@cardiffmet.ac.uk)

## Annex 2 Relocation Expenses Claim Form

<b>Personal details</b>			
Full Name		Emp No	
Position		School/Unit	
E-mail Address		Employment Start Date	
Former Address			
New Address			

<b>Claim details</b>		
Expenses incurred	Description	£
Hotel for preliminary visit		
Personal travel		
Removals & transportation of furniture		
Professional purchase/sale expenses		
Temporary accommodation		
Total Relocation Claim		

### Employee Declaration

I confirm that I have read and understood the University's Relocation Policy and accept the relocation expenses financial support offered to me under the terms of the Policy.

I confirm that if I leave the University's employment within 3 years of appointment, I will repay the required proportion in line with this policy. This will be deducted from my final salary payment.

Signature of Claimant	Date
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**Please forward this form to the Budget Holder for your School/Unit.**

<b>School/Unit use only</b>			
Signature of Budget Holder		Date	
Cost Code			

**Notes:**

- Only fully completed and properly authorised forms will be processed.
- All expenses claimed must be supported by receipts and be in accordance with the rates allowed within the Relocation Policy.
- Claims in foreign currencies will be calculated on the exchange rate in place on the date of the receipt.
- In authorising a claim, the budget holder is stating that they are satisfied that the claim is reasonable and justified.
- Once authorised, please forward this form, with original receipts to **payroll@cardiffmet.ac.uk**