

1st August 14

RELOCATION ASSISTANCE SCHEME



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1. INTRODUCTION

The University will contribute towards the cost of new employee's relocation to the Guildford area by reimbursing, within the limits and on the conditions set out below, five types of expenditure:

- The cost of the removal of personal and household effects,
- The cost of property sale and/or purchase, and
- Where relocating involves moving from outside the UK, the cost of one journey to the UK.
- The cost of temporary accommodation,
- The cost of commuting between an employee's old home and Surrey prior to relocating.

Please note that any of the assistance below may be liable for tax depending on the applicant's personal circumstances and HMRC regulations. Please seek advice from your tax office or from a financial advisor for further information.

2. BASELINE ELIGIBILITY

A new employee may be eligible to claim reimbursement of relocation expenses, provided

- She/He is appointed at L4 or above.
- She/he is appointed to a post, based in Guildford, for a length of time that meets with the criteria outlined in Annex A;
- His/her place of abode immediately prior to employment with the University was over 40 miles from the University (as calculated using AA online route planner recommended route);
- She/he has moved within an acceptable 25 miles radius of the University in order to take up his or her post (as calculated using AA online route planner recommended route);¹
- The relocation costs are not being claimed from either the University or another employer by another member of the family or a cohabitant;
- She/he meets any additional criteria specified for each area of expense in the following document.
- No relocation costs are being paid by any third party, including funding bodies.

¹ To be eligible for temporary accommodation, the intention to move into permanent accommodation (by giving a new final address which is different to the temporary accommodation address) must be demonstrated prior to a claim being made.

Some types of relocation expenditure require additional eligibility criteria (usually relating to appointment length) and these are specified in each case (below). For ease of reference Annex A sets out a table showing appointment length criteria for each type of expenditure.

Please note that unless stated in one of the sections below, relocation expenses can only be claimed in relation to employee expenses and not members of their family.

3. AMOUNT OF REIMBURSEMENTS

The maximum total amount of assistance payable under the relocation scheme is

- EU: 10 % of salary £8000 maximum
- Outside the EU: 15 % of base salary up to a maximum of £15,000

This is intended to cover all aspects of relocation support described in this document.

Assistance with relocation will cover all reasonable costs incurred under Sections 7 - 11 up to this limit.

This assistance will exclude:

- Bridging loans;
- Costs related to renting out own property
- Mortgage payments ;
- Rental payments for previous accommodation;
- Mortgage redemption fees
- Purchase of a second property
- Selling costs relating to more than one property
- Storage fees;
- Removal costs from more than one property
- Removal of office contents
- Fees/ costs associated with failed property sales/purchases
- Work permits and visas

Employees who relocate from a distance of 40 miles or more from the University may be eligible for tax exemption on the first £8,000² of their relocation costs. However, employees should be aware that any excess over £8,000³ will be treated as a taxable benefit and as such the individual is liable for the tax that may arise under Inland Revenue regulations. Further information on tax liabilities on relocation allowances is included in Annex C.

The University reserves the right either not to accept a claim at all, or to agree to pay only part of it; for example, where there is a lack of evidence of the expenses incurred.

² *This limit is subject to change. Please check current HMRC regulations.*

³ *See note 2.*

4. FURTHER FINANCIAL ASSISTANCE

To be eligible to claim this assistance, claimants must meet the criteria in Section 2.

This assistance is in the form of an interest-free advance of up to 10% of the annual salary, which must then be repaid over a maximum 18 month period.

Claims must be submitted via the HR Department.

Claims will not be made in advance of an appointment.

5. TIMING OF CLAIMS

Claims must be submitted within the appropriate time limits specified for each type of relocation expenditure.

Annex A shows the time limits for each type of expenditure in tabular form for ease of reference.

6. TERMS ON WHICH CLAIMS ARE PAID

All claimants are required to sign a declaration (see annex D) that they agree to abide by the conditions set out in this policy before any relocation expenses can be claimed.

Where there are two members of the same family or cohabitants taking up employment with the University, only one person may claim under this relocation scheme. Similarly the University would not expect to meet a claim for relocation assistance if such expenditure is being supported by a partner's employer.

A claimant who leaves the University's employment within a certain period of time of receiving relocation assistance will be required to make a full or partial refund to the University according to the figures set out in Annex B. NB. With the exception of travel assistance and temporary accommodation, these figures are calculated on a timeframe based on the period between the date of leaving the University and the date when the relocation was paid by the University, not on the period between the date of starting and the date of leaving. For travel and accommodation claims, the figures are calculated on the number of months remaining, from the leaving date, until end of contract or 36 month point for permanent staff. See examples in Annex B.

Any outstanding salary advance at the date of resignation must be repaid in full.

An employee who has been paid relocation allowance and subsequently moves outside a 25 mile radius of the University during their employment will be liable to repay the allowance in accordance with Annex B.

7. COST OF REMOVAL OF PERSONAL AND HOUSEHOLD EFFECTS

This allowance covers both international and domestic removals from a distance of over 40 miles to within a 25 mile radius of the University.

To be eligible to claim these costs the claimant must meet the criteria in Section 2.

Claims from eligible employees should be submitted to the local HR Department at any time within the first 18 months of employment.

Claims must be supported by an original valid receipt. It is the responsibility of the claimant to ensure that they are getting a best value quote. The University retains the right to reject claims if they are considered to be unreasonable.

8. COST OF PROPERTY SALE AND/OR PURCHASE

To be eligible to claim these costs the claimant must meet the criteria in Section 2 and be appointed for 3 years or more.

Acceptable costs are estate agents', solicitors' and surveyors' fees, stamp duty, and one-off fees associated with mortgage arrangements (in relation to the property being bought or sold).

Claims must be submitted within the first 18 months of employment with the University to the local HR Department. Staff on temporary contracts are particularly advised to note the provisions of Section 6 (Terms on which claims are paid) alongside this time limit.

Claims must be supported by original receipts.

Relocation Expenses relating to the costs of property sale and/or purchase will only be paid once the employee has moved and has provided their local HR with their new address and postcode and updated their address on People Soft via self service.

9. TRAVEL FROM OUTSIDE OF THE UK

In addition to the above services, employees relocating to Guildford from outside the UK may claim assistance with the cost of one economy journey (for the employee's immediate family only) to the UK from the country in which the employee was resident immediately prior to employment with the University. To be eligible to claim this cost the claimant must meet the criteria in Section 2 and the appointment must be for more than 2 years.

Claims for travel must be submitted, within the first month of employment, to the local HR Department.

Claims must be supported by original receipts.

Travel claims for relocations within the UK are not applicable.

10. TEMPORARY ACCOMMODATION

The University has a very limited amount of temporary accommodation which is available for newly appointed staff. Further information can be obtained from the University's Accommodation Office.

The University provides financial assistance to eligible employees in relation to temporary accommodation costs. This assistance is in the form of a weekly allowance which is paid for a maximum of 26 weeks from the employment start date.

This allowance is only payable on accommodation within 25 miles radius of the University. To qualify, the accommodation must be temporary, with the employee demonstrating their intention to move into permanent accommodation to complete the relocation. The temporary accommodation cannot be occupied for a considerable period of time⁴ as the employee's main residence.

To demonstrate the intention to move into permanent accommodation, the permanent or final address must be given before any temporary accommodation claim is made. This permanent address must be different to the temporary accommodation address.⁵

This allowance is payable up to a maximum of the weekly amount indicated below or the actual rent of the accommodation, whichever is the lower.

- Single staff £40 per week
- Employee living with spouse/partner in temporary accommodation £60 per week
- Employee living with children in temporary accommodation £80 per week

Arrangement fees and any other fees associated with rental accommodation will not be paid in addition to this allowance.

Claims should be submitted in total, at the end of the 26 week period, or end of the period claimed if shorter, and once the employee can demonstrate their intention to move to their new permanent address within 25 miles of the University. Claims must be submitted within 18 months of commencing employment with the University and must be supported by original receipts and evidence of the temporary accommodation arrangements that were made and a clear statement of the number of weeks claimed.

⁴ *The University interprets this as a maximum period of 6 months.*

⁵ *To demonstrate a difference in address between the temporary and permanent accommodation, and therefore eligibility to claim temporary accommodation, the two addresses should have different postcodes.*

11. TEMPORARY TRAVEL ASSISTANCE

Travel Assistance is available in respect of employee's travel costs between an employee's old home (providing it is over 40 miles from the University) and the University during the first 26 weeks of employment up to a maximum of £40 per week.

Allowable expenses are:

- (i) bus fares;
- (ii) standard (NOT First Class) rail fares;
- (iii) Fuel Receipts;
- (iv) standard/economy/tourist air fares.

Temporary travel assistance will only be paid to employees who subsequently relocate to within 25 miles of the University during their contract and within 18 months of their start date.

Claims should be submitted in total, once the employee can demonstrate having moved to their new address within 25 miles of the University and must be submitted within 18 months of commencing employment with the University and must be supported by original receipts and a clear statement of the number of weeks claimed.

Temporary Travel Assistance and Temporary Accommodation can both be claimed but only up to a total of 26 weeks from the employment start date, and only one type of assistance can be claimed in any one week. The time limits for each type of claim still apply. The employee must make it clear when submitting the receipts to accompany the claim how many weeks they are claiming for in each case.

12. SUBMISSION OF EXPENSES

Before any relocation expenses can be claimed, the employee must complete Annex D and hand it to their local HR Representative. HR will then complete their part of the form and copy it to Payroll and A/C payable. A/C payable will set the employee up on Agresso with their Relocation Allowance limit which will then be drawn down as expenses are claimed.

An Employee can submit a claim on Agresso in accordance with the Web Expenses Guide in Annex E. Annex E also shows the expenses codes that you can use for relocation. The printed claim and attached receipts must then be passed to your local HR for authorisation.

Where a claim would take you over your maximum limit for relocation you can only claim that part corresponding to the relocation allowance you have remaining.

When submitting claims please take note of the time limits laid out in Annex A as no claims will be authorised unless they comply with these.

Before some claims can be made you will have to have moved to your final (or 'permanent') address. At this point you will need to provide HR with your final address and postcode so that they can update the form at Annex D. You must also update People Soft via self service with your new address before the relevant relocation expenses can be paid.

13. ANNEX A – SUMMARY OF ASSISTANCE AVAILABLE

Length of Initial Appointment			
	1 year up to 2 years	over 2 years but less than 3 years	3 years and over
Removal of Personal Effects (Section 7)	✓ ¹	✓	✓
Property Sale/ Purchase (Section 8)	✘	✘	✓
Relocation from Abroad (Section 9)	✘	✓ ¹	✓
Salary Advance (Section 4)	✓	✓	✓
Temporary Accommodation (Section 10)	✓	✓	✓
Temporary Travel Assistance (Section 11)	✓	✓	✓

✓ = assistance available

✓¹ = assistance only available if claimed during the first year of the appointment due to refund criteria (see section 7 and Annex B).

✘ = assistance not available

Time Limit for submitting claims	
Temporary Accommodation (Section 10)	within 18 months of commencing employment
Temporary Travel (Section 11)	within 18 months of commencing employment
Removal of Personal Effects (Section 7)	within 18 months of commencing employment and no later than 13 months before the end of appointment
Property Sale/ Purchase (Section 8)	within 18 months of commencing employment and no later than 25 months before the end of appointment
Relocation from Abroad ⁶ (Section 9)	within the first month of employment
Salary Advance (Section 4)	Within 18 months from date of appointment

⁶ This is a move from outside the UK.

14. ANNEX B – REPAYMENT OF RELOCATION ASSISTANCE UPON LEAVING THE UNIVERSITY

An employee who leaves the University's employment will be expected to make the following refund of any relocation assistance that she/he has received during the course of his/her employment with the University. This will be calculated depending on the type of relocation assistance in accordance with the tables below.

Number of Months Prior to the Date of Leaving in which Relocation Assistance has been paid *	Removal of Personal Effects (Section 7)
	Property Sale/Purchase (Section 8)
	Relocation from Abroad (Section 9)
1 – 6 months	Repayment of 100%
7-12 months	Repayment of 75%
13-18 months	Repayment of 60%
19-24 months	Repayment of 45%
25 – 36 months	Repayment of 30%
37 months or more	No repayment required

*This is calculated using the date of payment of the claim and not the employment start date (see example overleaf).

Number of Months remaining from leaving to contract end or 36 month point for permanent staff	Temporary Accommodation (Section 10)
	Temporary Travel Assistance (Section 11)
1 – 6 months	No repayment required
7 - 12 months	Repay 50%
13-24 months	Repay 75%
25 months or more	Repay 100%

Example 1

If an employee on an 18 month contract claimed only accommodation allowance and then left after 8 months there would be:

18 – 8 = 10 months remaining

They would therefore have to pay back 50% of what they received

Example 2

If a permanent employee claimed only temporary travel assistance and left after 18 months there would be:

36 – 18 = 18 months remaining

They would therefore have to pay back 75% of what they received

Example 3 - for a permanent employee on a gross annual salary of £43700.

Appointment date: 1 October 2007

Date of Leaving: 31 March 2009

Leaving 18 months before 3 year point

Date paid	Detail	Amount Claimed	No. Months between claim and leaving date	Repayable on leaving?	Repayable
31-Oct-07	Flight to UK	400	17	60%	240
30-Nov-08	Removal of Effects	900	16	60%	540
01-May-08	Property Sale/Purchase	4000	11	75%	3000
30-May-08	Rental assistance	1040	18 months prior to 36 month point	75%	780
		<u>6340</u>		Repayable:	£4,560.00

In this example, of the £6,340 assistance received, £4,560 would be repayable.

15. ANNEX C – INCOME TAX AND NATIONAL INSURANCE CONTRIBUTIONS ON RELOCATION PACKAGES

The following gives an outline of Income Tax and National Insurance Contributions on relocation allowances. This excerpt is correct as at November 2011. Relocating members of staff should consult the HMRC (www.hmrc.gov.uk) for any changes to this.

a) Who can claim?

If your employer helps you move home because of your job, any payments you receive or any goods or services provided for you are treated as part of your earnings for tax and NICs purposes. However, the first £8,000 of any help you get from your employer is exempt from tax and NICs if certain conditions are met.

You can qualify for the exemption if:

- You have to move home to take up a new job with a new employer
- Your existing home is not within reasonable daily travelling distance of your new workplace
- The home you move to is within reasonable travelling distance of your new workplace
- Your employer reimburses your expenses

You do not have to dispose of your existing home but the home you move to must become your main residence. If for example you stay in your new home only during the week, returning to your existing family home most weekends and your family do not intend to move permanently to your new home, then your old home will remain your main residence and you would not be entitled to relocation exemption.

But, if you buy a new home, move into it with your family and rent out your old home, your new home will probably become your main residence. If it does, you will qualify for the exemption.

b) What is included in the exemption?

Most expenses connected with buying and selling a home, moving possessions and making preliminary visits to the new location qualify for the exemption. For tax, the exemption is limited to the first £8,000.

c) Is there any time limit?

There is no time limit for NICs. But, to get tax relief your expenses must be incurred before the end of the tax year following the one in which you start your new job (a tax year runs from 6 April one year to 5 April the next).

So if you start your new job

- On 18th March 2014, you have until 5 April 2015 to use your exemption
- On 2 September 2014, you have until 5 April 2015 to use your exemption

If you cannot use all your exemption before the end of your time limit, you should consider contacting your Tax Office about an extension. You may be able to extend the time limit if, for example, you have to delay moving to allow a child to complete school exams, or because you cannot sell your old home within the time limit.

d) Which expenses and benefits may qualify for exemption?

All the benefits offered under the University Relocation Policy will qualify for exemption. For example:

- Costs of disposing of your existing home:
- Legal fees and services
- Estate agent's fees and services
- Costs of acquiring a new home:
 - Legal fees and services
 - Loan arrangement costs
 - Structural surveys and valuations
 - Stamp duty and land registry fees
- Costs of moving household furniture and effects including packing and unpacking and insurance specifically taken out to cover goods in transit.
- Travel and subsistence costs for:
 - Your travel and accommodation, if you have to commute temporarily to your new place of work
 - Temporary accommodation provided for you at your new location before you can occupy your new home

- Travel between your old home and the temporary accommodation

e) Do I need to tell my tax office about the help I get?

The University will tell HMRC about any financial help you are given. The tax office will review your tax liability and, if necessary, will adjust your PAYE code as a result.

The University will let you have the same information that it provides to the tax office, by 6 July following the end of the tax year (via form p11d).

f) What if I move to the UK?

The same rules apply to any help you get to your employer if you are coming to work in the UK from abroad. You are entitled to the £8,000 exemption in the usual way.

If you are not domiciled in the UK (ie your permanent residence is abroad) and you came to work here after living abroad, in addition to the £8,000 relocation exemption, you are entitled to a further tax relief.

You are entitled to a tax deduction for all your travel costs between the UK and your home abroad which are paid for by your employer, providing certain conditions are met.

16. ANNEX D - APPLICATION FOR RELOCATION ASSISTANCE

Name _____	Faculty/ Dept _____
Employment Start Date _____	Expected Employment End Date _____
Gross Salary _____	Amount claimable under policy: EU :£8000 maximum Outside EU: 15 % of base salary up to a maximum of £15,000 £ _____
HOME ADDRESS PRIOR TO CONTRACT START (including postcode/Country)	FINAL ADDRESS MOVED TO for which relocation claimed (including postcode)
Date moved to this address _____	Date moved to this address _____
If TEMPORARY ACCOMMODATION ASSISTANCE is to be claimed give address (including postcode) ⁷	
REQUEST FOR SALARY ADVANCE	
Total advance requested £ _____ (max = 10% annual salary)	
Number of months over which to be paid back _____ (max period is 18 months)	
CONDITIONS OF ACCEPTANCE	
I confirm that this application meets all of the requirements of the University Relocation Procedures.	
I confirm that, if I leave the University's employment, I will refund the University in accordance with the terms set out in section 6, 10, 11 and Annex B of the Relocation Assistance Scheme. I agree that any sum outstanding is immediately repayable in full and may be deducted from my final salary payment. If there is insufficient to cover the sum outstanding I understand that payment of the difference must be made by alternative means prior to the last day of employment. Failure to do so will result in a debt due to the University. Should the University need to recover such a debt it may use the member of staff's employment and payroll records which are normally used for credit control purposes.	
Employee Signature	Date
HR DEPARTMENT USE ONLY	EU :£8000 maximum Outside EU: 15 % of base salary up to a maximum of

⁷ This can only be claimed when the relocation into the final, or 'permanent' address can be demonstrated, and therefore this should be a different address/postcode to the one given under 'Final Address Moved to'.

	£15,000 £ _____
Correct addresses provided Yes/No	Flag added on people soft Yes/No
Further evidence requested (date) _____	Date Set up on Agresso _____
Employee meets eligibility criteria Yes/ No	Copy to payroll & A/C Payable Yes/No
HR Signature	Date

17. ANNEX E – WEB EXPENSES QUICK GUIDE (REVISED MAR 08)

The following guide describes how to enter relocation expenses onto Agresso. This guide can also be found on the intranet.

NB when filling in expenses, relocation will be entered as a Travel Expense. The following shows what should be entered in each of the boxes highlighted on the quick guide below.

1 - Travel type = Relocation

2 – Enter meaningful reference. Will appear on remittance.

3 – as for 2 or other meaningful description. Will appear on remittance.

4 – Any information pertinent to this claim

5 & 6 – Purpose and project do not apply. Leave blank if visible.

7 – Select ONLY one of the following Expense Types in the drop down list:

- Relocation - Building Survey Fees
- Relocation - Estate Agents Fees
- Relocation - Legal Fees incl Land Registry
- Relocation - Mortgage Arrangement Fees
- Relocation - Mortgage Valuation Fees
- Relocation - Removals Overseas inc Insurance
- Relocation - Removals UK inc Insurance

- Relocation - Stamp Duty
- Relocation - Accommodation Allowance
- Relocation - Travel Allowance – UK
- Relocation - Travel Allowance - Overseas

8 - Enter date and detail description of the expense being claimed eg The Company name on the invoice.

9 – Amount of Claim

10 & 11 - Purpose and project do not apply. Leave blank if visible.

WEB EXPENSES QUICK GUIDE Overview:

The Agresso web system enables you to enter full details of your claim for relocation expenses online. Once completed, send a printout of your claim, with receipts attached, to your local HR team to approve them online. They then forward to Accounts Payable who make payment directly into your bank account on the next available payment run.

To access the Agresso web home page, open Internet Explorer and enter the following web address:

<http://agresso.surrey.ac.uk/agresso>

Add this to your internet *favourites* for future use.

From the Agresso Home page, click on the **Self Service** tab, select **Time & Expenses** and then **Travel Expense Entry**.

Completing the claim header:

The screenshot shows the 'Travel expense entry' form in the Agresso system. The form has several fields: 'Traveltype/Expensetype' (a dropdown menu), 'Date', 'Purpose', and 'Description'. Below these is a 'Full details of the expense(s)' text area. At the bottom, there is a table with columns for 'Expense type', 'Description', 'No/Base', and 'Amount'. A 'New' button is visible next to the table.

1. Select 'Relocation Expenses' from the drop down list, **press [TAB]** and enter the **date** of your claim (NB this defaults as today's date). **Press [TAB]**
2. Enter a **short reference**, for example *Jul-08 Exps*. **Now press [TAB]**
3. Enter a short **description** for the expense – this will appear in the General Ledger once the transaction is posted. **Now press [TAB]**
4. In the **full details of the expense** field, include any relevant additional information, for example reference to the relocation allowance agreement. Details of each receipt item will be entered below. **NB Claims with insufficient information may be rejected. Now press [TAB]**
5. Click on the **New** button to add expense lines to your claim.

Completing the claim details:


The screenshot shows the 'Expense type' table in the Agresso system. The table has columns for 'Expense type', 'P&D code', 'Description', 'No/Base', and 'Amount'. A 'New' button is visible next to the table. Below the table, there is a form with fields for 'Expense type', 'Date', 'Description', 'Currency', 'Curr. amount', and 'Amount'.

6. Select the expense type from the drop-down list and **press [TAB]**
7. Enter the **date** of the expense (ie date of receipt) **press [TAB]**, then complete the **description** and **press [TAB]**
8. Enter the **amount** of the claim and **press [TAB]**
9. Click **New** to add additional lines to your claim.

Saving your expense claim as a draft and submitting for approval:

- You can save your expense claim as a draft for you to finish later by clicking on the **Draft** button in the top right corner of the screen. To retrieve a previously saved draft, click **Open** in the expense entry screen and enter the claim number.
- To **submit your expense claim for approval**, click on the **Save** button in the top right corner of the screen.
- Once your claim has been saved, click **Preview** and then **print a copy** (ensuring the printer is set to **landscape format** – see File, Page Setup) then **attach all appropriate receipts** and pass to your local HR office for approval.

Foreign Currencies:

- **Foreign Currencies**
For expenses incurred in foreign currency overseas, the **currency** field is shown. Use field help  to search and select from the list of currencies. Press [TAB], enter the **currency amount**, press [TAB] again and it will show the calculated GBP amount. If this is substantially different from the cost incurred, add a further line to claim the '**Foreign Exchange Variance**' ensuring you attach evidence of the exchange rate, for example from your bank or credit card statement.
***Note:** Exchange rates are maintained for selected currencies only, including Euros (EUR) and US Dollars (USD).
If you are claiming in a non-standard currency, enter your claim in GBP using the actual rate charged, as evidenced by your bank or credit card statement.*

Useful tips:

- **Creating multiple line expenses:**
Complete all the details for the first expense line and click the **New** button below the last expense line. Complete all expense details for the new line and repeat the process for each subsequent line.
- **Copying and deleting expense lines:**
To copy an expense line, click on the line to see expanded details and click the **Copy** button. To permanently delete an expense line, click in the tick box to the left of the line and then click on **Delete**.