

## **UNIVERSITY OF EAST ANGLIA**

### **ACADEMIC TEACHING AND RESEARCH STAFF (ATR) ACADEMIC TEACHING AND SCHOLARSHIP STAFF (ATS) ADMINISTRATIVE, LIBRARY AND COMPUTING STAFF (ALC)**

#### **RELOCATION EXPENSES**

1. Staff who on first appointment to the University move to the area will normally be eligible for reimbursement of certain costs incurred, as set out in the following paragraphs.

Relocation expenses should normally be claimed in full by the end of the tax year following the one in which the employee commences employment.

2. For those appointed full-time to established posts or for a fixed term of not less than three years, the following expenses may be claimed:
  - (a) the cost (including insurance in transit) of removing furniture and household effects, based on the lowest of three estimates; and
  - (b) the cost of storage of furniture and household effects for a maximum period of three months; and
  - (c) up to a maximum sum equivalent to one month's gross salary on appointment, for other approved expenditure associated with the employee's move to the area, (satisfactory evidence of and receipts for which must be provided,) including legal costs, estate agency and surveyor's costs, and temporary housing costs.
3. For those appointed in the categories specified in Paragraph 2 above who move to the area from outside the United Kingdom, the following expenses may be claimed in addition to items, (a), (b) and (c) above:
  - (d) the cost of single economy or tourist air fares for the member of staff, his or her spouse/partner and dependent children.
4. For those appointed full-time for a fixed term of between two and up to three years, two-thirds of the sums payable under items (a), (b) and (c) and, where appropriate, (d) may be claimed.
5. For those appointed full-time for a fixed term of less than two years, one-third of the sums payable under items (a), (b) and (c) and, where appropriate, (d) may be claimed.

6. Part-time employees will be eligible for reimbursement, in accordance with length of contract, on a pro-rata basis.
7. Any member of staff in the categories specified in Paragraphs 2 or 3 above who leaves the University's employment after less than three years' continuous service shall be required to repay to the University one-twelfth of any sums received under items (a), (b), (c) and (d) above for each quarter (ie. 3 months) by which his or her period of employment falls short of three years. Any member of staff in the category specified in Paragraph 4 above who leaves the University's employment after less than two years' continuous service shall be required to repay to the University one-twelfth of any sums received under items (a) (b), (c) and (d) above for each quarter by which his or her period of employment falls short of two years. Any member of staff in the category specified in Paragraph 5 above who leaves the University's employment after less than one year's continuous service shall be required to repay to the University one-twelfth of any sums received under items (a) (b), (c) and (d) above for each quarter by which his or her period of employment falls short of one year.

Any such repayment shall wherever possible be deducted from the member of staff's salary prior to leaving.

8. In the event of two members of a single household both taking up appointments at the University at any time, not necessarily coincidentally, the relevant allowances described above are payable to either one but not to both.
9. Claims for payment of relocation expenses should be made to the Human Resources Division, accompanied by estimates where required under the terms set out above and by receipted accounts for expenditure incurred.
10. It should be noted that any tax liability that accrues through the reimbursement of relocation/removal expenses will be the responsibility for the individual member of staff concerned. Further advice on this is available from the Payroll Manager on request (tel. extension 3484).