



University of  
St Andrews

## Removal and relocation policy

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<b>Purpose</b>	Provides information on the University's relocation package for eligible employees.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.4	<ul style="list-style-type: none"><li>Remove sections: "Relocating during Covid" and "Getting estimates"</li><li>Location increased from 30 to 50 miles.</li><li>Grade 6 moved into same relocation package as G7 &amp; G8</li></ul>	Published	Carrie Brett Pay & Pensions	21/03/2024

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## 1. Introduction

- 1.1 The University offers an excellent relocation package to support new employees relocating to a location close to the University. The University recognises that one of the common stresses of relocation can be uncertainty about dealing with expenses. This policy attempts to give a thorough description of our procedures however if in any doubt, please contact the [Salaries team](#).

## 2. Do I qualify for relocation expenses?

- 2.1 There are 5 criteria that must be met to qualify for a relocation package. The person must:
- be a newly appointed employee.
  - have moved from a location of more than 50 miles from the University to a location nearer to the University. Please note this refers to relocation of your main residence.
  - have an employment contract that lasts for a period of more than 12 calendar months, and the post is funded by the University and not external money. (Employees appointed to posts financed by outside bodies are NOT eligible for grants towards removal expenses, unless exceptional circumstances are approved by the Master or the Quaestor and Factor or the grant provides a relocation budget.
  - not be included in another University relocation package. There is only one relocation package per household e.g. if a couple are both to be employed by the University and are moving from the same address, only one partner can make a claim for reimbursement.
  - have submitted their claim within 12 months of the start of your employment.
- 2.2 Office removal costs can only be claimed when the employee changes their permanent residence in line with the above criteria.

## 3. Key principles

- The type of contract the employee is appointed to will determine the overall relocation package, See Section 5.
- If appointed on a fixed term post which did not meet the original criteria, no claims may be made if the contract is subsequently extended.
- The relocation package is intended to be a contribution to the cost incurred in moving, and not a commitment to meet the full costs involved.
- Regardless of the relocation package, which defines the maximum permitted limits of payment, reimbursement is only made in relation to approved expenditure actually incurred.

## 4. Removal expenditure for which reimbursement is made

- 4.1 The University will contribute to the following costs but only if the claim is submitted on a properly completed expenses claim form with supporting receipts, or on receipt of an invoice addressed to the University:
- Removal (by sea and/ or land) of furniture, and personal effects.
  - Costs of storage if there will be a delay between vacating your former residence and entering your new residence, except where the delay is at the choice of the member of staff, in which costs of storage are not recoverable.
  - Stamp Duty.
  - Reasonable property valuation expenses.

- Legal fees (including Surveyor/Estate Agent fees) connected with the buying of a new residence and/or the selling of your former residence.
- Advertising costs and/or estate agent costs incurred in selling the former residence.
- Short-term rental costs for periods where you are incurring rental costs in addition to mortgage costs associated with your former residence in advance of sale of the former residence.
- For employees relocating from overseas, the cost of an economy air flight for the employee, partner and children. Airfares in excess of economy level will not ordinarily be reimbursed.
- In certain circumstances, it may be more convenient and/or less expensive for an individual to move their belongings themselves, e.g. by hiring a van or making one or more car journeys. Please contact the Payroll & Pensions Manager for confirmation that this will be acceptable.
- A maximum of 3 nights' accommodation while finding accommodation in the local area.
- Relocation of pets but not quarantine or kennelling costs.

4.2 In certain circumstances, it may be more convenient and/or less expensive for an individual to move their belongings themselves, e.g. by hiring a van or making one or more car journeys.

4.3 Certain costs cannot be claimed against relocation, including the re-direction of mail and council tax bills.

## 5. Relocation package

	Grade 9 on a standard contract or fixed-term contract of 3 years or more	Grades 6,7 & 8 on a standard contract or fixed-term contract of 3 years or more	Grades 5 and below on a standard contract or fixed-term contract of 3 years or more	Temporary or Fixed-Term contract of more than 1 year and less than 3 years
<b>Relocation and removal costs of up to:</b>				
<b>Relocation from within the UK</b>	A maximum of £8,000	£4,000	£3,000	£1,000
<b>Relocation from within the EU:</b>		£5,000	£4,000	£2,000
<b>Relocation from outside the EU:</b>		£6,000	£5,000	£3,000

5.1 Any payments in excess of £8,000, where permitted, will be subject to tax deductions.

## 6. Repayment agreement

6.1 If the employee resigns from their post within 2 years of the original start date, then the employee may be required to pay back relocation expenses that have been paid to them. Recovery will be at the following rates:

6 months service or less	<b>80%</b>
6 months to 1 year service	<b>60%</b>
1 year to 18 months service	<b>40%</b>
18 months to 2 years' service	<b>20%</b>
More than 2 years' service	<b>Nil</b>

6.2 If the employee is on a contract of two years or less and serves to the end of their contract, then recovery of payments does not apply.

## 7. Making a claim

7.1 Please contact the salaries team to confirm entitlement and claim instructions prior to relocation.

7.2 The University reserves the right to refuse to meet costs that are not covered by the regulations and have not been agreed in advance by HR Salaries.

## 8. Version control

8.1 This document will be reviewed periodically in conjunction with the University's recognised Trade Unions. Any feedback on the policy content should be directed in the first instance to the [HRBP team](#) or via the [HR Feedback Form](#).

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of the policy to the Governance Zone.	Published	Shona Donohoe Human Resources	02/07/2019
1.1	Change to the classification from internal to public.	Published	Lisa Stewart HR	19/11/2019
1.2	Change to Payroll & Pension manager details.	Published	Lisa Stewart	05/12/2019
1.3	Added in Section 4: Relocating during Covid. Minor tweaks to wording.	Published	Lisa Stewart HR	14/10/2021
1.4	<ul style="list-style-type: none"><li>Remove sections: "Relocating during Covid" and "Getting estimates"</li><li>Location increased from 30 to 50 miles.</li><li>Grade 6 moved into same relocation package as G7 &amp; G8</li></ul>	Published	Carrie Brett Pay & Pensions	21/03/2024