

Relocation Expenses Policy and Procedure

Status of policy:
Reviewed March 2013

Scope

- 1.0 This policy and procedure applies to all employees of the County Council unless they are specifically excluded by reason of a separate policy and procedure.

General

- 2.0 The scheme for relocation expenses applies to employee's newly appointed to, or promoted within, the County Council's service who are offered a post on a full-time, part-time, or job-share basis and who live beyond a reasonable daily travelling distance of their new employment, requiring them to move home closer to their workplace. This policy does not apply to posts offered on a 'casual' contract but can be applied to fixed term contracts in accordance with provisions below.

Eligibility

- 3.0 An employee may receive assistance where:-
- a) The new home is within a 30-mile radius of the workplace and at least 25 travel miles nearer to the work base than the old home.
 - b) The move is made within 12 months of taking up the appointment unless approval is given for an extension, and the intent of a claim is lodged within 3 months of appointment.
 - c) Receipts will be produced for all reasonable expenditure incurred, and the original receipted VAT Invoices will also be produced (where possible).
 - d) Prior agreement is reached with the manager for included costs/expenses.
- 3.1 Relocation expenses are not payable to a second appointee, i.e. an employee whose spouse or cohabitee has already obtained employment in the area or where financial assistance is receivable from some other source.

- 3.2 If an employee considers that he/she is eligible for any of the allowances described below, he/she should access [MyView](#) and complete an electronic claim using the expenses module, for relocation expenses which will then need to be authorised by the line manager prior to payment. Line managers may need to seek additional authorisation from an Assistant Director before authorising the claim. Line managers are also responsible for checking that the employee has receipts to support the claim before authorisation. These receipts must be sent to Finance room 62 for filing as they are required for VAT purposes.

Amount that can be claimed

- 4.0 The maximum amount that can normally be claimed is £8,000. It should however be noted that any payments in excess of £8,000 are taxable and to qualify for tax relief the relocation must be complete by the end of the tax year following the year in which the new post was taken up.

The allowance is payable for any reasonable costs of a combination of the items listed below.

- Removal Expenses – costs of transporting furniture and personal effects (Employees must submit 3 quotes for the removal. The employee is not compelled to accept the lowest quote; however, the allowance payable will be no more than the lowest quote).
- Storage Costs – where necessary as an interim arrangement
- Legal Fees inc. – stamp duty
- Estate Agents fees – for selling a property
- Lodging Allowances – where necessary as an interim arrangement or when old house retained and additional costs incurred in temporary moves to new house.
- Travelling Expenses – to and from old house including weekend visits
- Disturbance Allowance inc. – carpets, curtains and other necessary additional expenses.

- 4.1 Amounts that can be claimed by employees appointed on fixed-term contracts:

Length of initial contract	Claimable
2 years or over	100% of maximum up to (£8,000)
18 months to less than 2 years	75% of maximum up to (£6,000)
12 months to less than 18 months	50% of maximum up to (£4,000)
Less than 12 months but over 6 months	25% of maximum up to (£2000)

Repayment of expenses claimed

- 5.0 Employees who leave the County Council within 2 years of appointment will be required to repay a proportion of the relocation costs they have claimed. This is based on 1/24th of the total amount claimed for each complete month short of the 2 years service. However, in circumstances of redundancy or early retirement on grounds of ill health, the recovery of relocation expenses may be waived.

Relocation Expenses Checklist for Managers

Managers should ensure they have followed the below steps before authorising the relocation expenses claim;

Ensure that the employee's post is full-time, part-time, or job-share and not casual/relief.	
Prior agreement has been given for included costs/expenses.	
The employee lives beyond a reasonable daily travelling distance of their new employment, requiring them to move home closer to their workplace.	
The employee's new home is within a 30-mile radius of the workplace and at least 25 travel miles nearer to the work base than the old home.	
The move has been made within 12 months of taking up the appointment or approval has been given for an extension, and the intent of a claim is lodged within 3 months of appointment.	
Receipts have been produced for expenditure incurred, and the original receipted VAT Invoices have been produced.	
Receipts have been forwarded to Finance for filing	
The maximum amount claimed does not exceed the policy. This includes any previous relocation claims and managers need to keep a record of all claims to ensure they do not exceed the allowances.	
Check whether the employee's partner/spouse has already taken employment in the area or that financial assistance is not made from another source.	
If the employee is claiming for removal expenses then they have provided 3 quotes and the allowance payable is no more than the lowest quote.	
AD approval for the claim has been provided	