

Relocation Policy

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1. Introduction

At Strathclyde we want to attract, recruit and retain the best talent from around the world. To support our new colleagues who need to relocate to join us, we offer a flexible relocation package to contribute towards the costs associated with moving.

In this policy you will find out more on eligibility for relocation expenses, what you can claim for, how to claim and much more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Am I Eligible for Relocation Assistance?

You will qualify for a relocation package if you:

- are being employed on an open-ended contract or a fixed-term contract that is for 3 years or more; and
- currently live more than 50 miles from the University and move to a new home within 30 miles of the University, that becomes your main residence.

If you are joining the University for a particular piece of work or a project and on a fixed-term contract that is for 3 years or less, you can apply for a contribution of up to £350 to help support your relocation.

3. What Financial Support is Available?

If you are eligible for a relocation package, and you are relocating from within the UK you can claim for costs up to 10% of your starting salary (up to a maximum of £8000). If you are relocating from outside the UK, you can make a request for an additional allowance up to £2000. Requests will be considered based on your circumstances.

The relocation package that you are offered will be stated in your appointment letter which will be sent to you by Human Resources. You will need to confirm that you agree to this, and the terms of this policy, by signing and returning a copy of the letter sent to you.

If you qualify for a relocation package, you should be aware of the following conditions:

- Normally, you will have had to start your employment with us before a claim is paid. This means that you will pay the costs initially and then claim them back.
- You should normally make any claims within 12 months of starting your employment with us. If, in exceptional circumstances, you need to make a claim beyond 12 months this will need to be approved by the Executive Dean or PS Director for your area and an HR Manager. However, you should know that any claim must be in line with HM Revenue and Customs rules for the exemption of tax and national insurance liability. This means that claims cannot be made any later than the end of the tax year following the year that you started your employment with us.
- You can only claim for one relocation package per household. So, if you and your partner both start employment with us, only one of you can claim for relocation costs.

4. What Relocation Expenses Can I Claim For?

The types of items that you can claim for are detailed below. You can choose how you wish to use your relocation package to suits your own needs, as long as it does not exceed the maximum amount that you have been offered.

4.1. Removal Costs

You can claim for the packing and removal of your furniture and personal items and any insurance costs of using a removal company to do this for you. You should get two competitive quotes and it would be expected that you would use the lowest quote unless you get approval from Human Resources in advance. If you do not use a removal company, you can claim reasonable expenses for van hire, petrol and insurance. We normally only reimburse costs for shipping by sea if you are moving to the UK but if you can evidence an alternative option that is a lower cost this will be approved.

If you are not moving to a permanent home when you first relocate you can claim cost for storing your personal items.

You can also claim costs for coming to do a search visit to Glasgow. This includes economy travel and overnight accommodation for two nights for you and one companion.

4.2. Temporary Accommodation

If you are not in a position to buy a new home immediately, you can use your relocation package to claim for the costs of temporary accommodation up to a maximum of six months. You will need to provide a copy of your rental agreement that shows the monthly cost.

4.3. Travel costs if relocating from within the UK

If you are moving from elsewhere in the UK to take up your new role at Strathclyde, you can claim for the costs of economy train or air fare for you, your partner and your children. If you are moving by car, you can claim for mileage costs. These are based on the University's mileage rates which can be found in the [Travel Policy](#).

4.4. Travel costs if relocating from overseas

If you are relocating from overseas you can claim for economy class air fare for you, your partner and your children to Glasgow.

4.5. Professional and Legal Costs – Sale of Property

If you have a house to sell to relocate for your new role you can claim for reasonable legal expenses and estate agents' costs related to the sale.

4.6. Professional and Legal Costs – Purchase of Property

If you are buying a new house when you relocate, you can claim for reasonable legal expenses and other costs associated with buying a property. This includes survey/valuation costs and stamp duty.

4.7. Visa Costs

If your relocation means that you and your family need to apply for visas you can claim for these costs as part of your relocation expenses. This is only for your initial visas, we do not provide financial support for visa extensions that you might require in the future.

We know that visa costs can be expensive and therefore we also operate a loan facility to help new colleagues that are moving to Strathclyde to help pay for upfront visa and NHS surcharge costs. You may wish to use the loan facility to cover visa costs to allow you to use your relocation package for other costs associated with relocating.

5. Choosing Not to Permanently Relocate

You may decide that for you, or your family, it would be better to travel to the University on a weekly basis and keep your family home elsewhere. If this is your intention, you should discuss and agree this with your line manager. They may seek approval from your Head of Department or Executive Dean.

If this arrangement is agreed and you decide to rent a property locally, we will pay the first six months for you. You will need to provide a copy of your rental agreement. You can also claim for the following costs:

- Public transport or petrol costs for the first 12 months of travelling to and from the University.
- The travel costs of coming to Glasgow to do a search visit. This includes economy travel and two nights' accommodation for you and a companion.

6. Tax Implications

You do not need to pay tax and National Insurance Contributions (NIC's) on the first £8,000 of your relocation expenses and benefits if you relocate within the timescales set out in this policy. Any expenses above £8,000 are treated as a benefit in kind and therefore you will need to pay tax and national insurance on them.

If you choose not to permanently relocate and instead rent a property to stay in during the week, these expenses will also be treated as a benefit in kind. This means that you will need to pay tax and national insurance on these claims.

You can find more information on the tax treatment of relocation benefits on the [Government website](#).

7. Claiming for Relocation Expenses

You will need to make the initial payments for any relocation costs and then claim these back from the University. It is important that you are familiar with the expenses that you can and cannot claim for under this policy to ensure that you can get reimbursed. Just so you know, we cannot make payments directly on your behalf, for example to a storage company or removal firm.

You will need to make any claim to request payment of your expenses using the University's Financial Management System (FMS). You can access FMS under the Finance tab on Pegasus. Claims will be sent to Human Resources for approval before any payment is made and it is important that you include scanned copies of receipts with your claim. We cannot accept scanned copies of credit card bills or bank statements. For claims that are made in an international currency, FMS will convert the payment into Great British Pounds using the European Central Bank exchange rate on the last working day of the month in which the payment was made.

You can find more information on submitting relocation expense claims in our [Guidance on Relocation Claims](#) (staff login required).

8. Leaving the University

We pay relocation expenses on the basis that you will be employed at the University for a minimum period of three years. This will be highlighted in the terms of your relocation package included with your offer of appointment.

If you do leave us before that time, we will need to recover payments that have been made to you on the following basis:

- Within one year of appointment – 100% of payments
- Within 2 years but more than 1 year of appointment – 67% of payments
- Within 3 years but more than 2 years of appointment – 33% of payments

Just so you know, if you received support for relocation for a shorter-term contract (up to £350) we will not reclaim any payments made to you.

Any money that you owe will be deducted from your final salary. If you have any concerns or questions in relation to this, please contact a member of our Payroll team.

9. Further Information and Support

If you have any queries about this policy please talk to your line manager or contact [Human Resources](#). Further information and guidance can also be found on our People Hub.

10. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.