

RELOCATION ASSISTANCE - FAQ'S

How will I know whether I have been offered any Relocation Assistance?

Relocation Assistance will be detailed in your offer of employment and may have been discussed with you when the verbal offer of employment was made.

What expenses can I claim using my tax-free Relocation Assistance?

Expenses and benefits which can be claimed under the University Relocation Assistance scheme must fall within the HMRC guidance to ensure that the individual does not have a tax liability. Claims must be submitted with a copy of all relevant receipts / invoices, allowable expenses fall into the following categories;

- Disposal or intended disposal of old residence (eg legal and estate agency fees)
- Acquisition or intended acquisition of new residence (eg legal fees)
- Transporting belongings - cost of transportation from former residence to new residence including any insurance for transportation, also including the packing of items, temporary storage where there is not a direct move
- Travelling and subsistence
- Domestic goods provided to replace goods used at the former residence which are unsuitable at the new residence - HMRC does not have a defined list for what can be classed as a “domestic good”, it does cover “white goods” - ie washing machine, fridge, freezer etc - and carpets and curtains where it is necessary to purchase new items to replace items used at the old home that are not suitable for use in the new home. HMRC give the following example: carpets and curtains that were the wrong size for the new home, or an electric cooker bought to replace a gas cooker where there is no gas supply in the new home.)

What kind of expenses are not covered by the Relocation Assistance scheme?

The following items are examples of expenses which cannot be claimed under the University Relocation Assistance scheme - redirection of mail, council tax bills, costs of joining new sports clubs, loss of school fees, help towards a spouse or family member securing local employment, home search facilities, cost of buying new school uniforms, financial advice, house cleaning at the time of a sale or purchase, spouse's loss of earnings, transporting and kennelling for domestic animals

I'm relocating to Reading from abroad. It is so expensive to move my belongings, can I just buy replacements when I arrive in the UK?

You cannot claim for replacement goods if you are only replacing them because they are too expensive to ship. Replacement goods that you choose not to bring to the UK because they are not suitable or do not work in the UK (TV - different voltage, domestic appliances etc.) can be claimed for.

I am moving to the UK from abroad, can I claim for the relocation of my pets?

Yes, the actual transportation costs for pets is an allowable expenditure however the cost of quarantine or kennelling of pets is not allowable.

I will be relocating but I won't be purchasing a property, I will be renting as my main residence. Can the agency fees for this property be claimed?

Yes, this can be included in your relocation assistance claim.

If I live in temporary accommodation (hotel/rented) until the old home is sold/new home purchased. Can I claim for the hotel bills/rent under relocation?

Yes, you can claim for this because the hotel/rented property represents temporary living accommodation. Temporary accommodation is only allowable if your intention is to move to a permanent residence and you are actively looking.

When relocating from abroad, can I claim for the additional cost of adding UK car insurance to my existing policy?

This is not allowable under relocation.

I am relocating from abroad and will be flying over. It is cheaper for me to purchase a return ticket. Can this be covered?

There would be a private element in this package namely the cost of the return journey but as agreed with the HMRC as the main intention of the ticket is to fly you here, yes this can be claimed under relocation.

I paid for cleaning of my old house. Can I claim for this within my relocation budget?

No, these cannot be included in your relocation claim.

Can I claim for the cost of a new bed and mattress?

No, this is not allowable under relocation.

Can I claim for the cost of purchasing a new mobile phone and using this as my landline?

No, this is not allowable under relocation.

Can I claim for the cost of my Stamp Duty when purchasing a new home?

Yes, this is allowable under relocation.

How much can I claim?

This will be detailed in your letter of appointment

I started on a 2yr fixed term contract and didn't relocate. I've now been appointed to a new permanent position & will be relocating. Can I still claim?

If your new appointment includes an offer of relocation assistance, you will be eligible to claim tax-free relocation expenses because you have a completely new job/new contract. If the only change is that your original job has been made permanent, you cannot claim for relocation.

The HMRC legislation states that I have to claim my relocation expenses by the end of the tax year following my commencement of employment. Can I claim after?

In exceptional circumstances, the Director of Human Resources may agree that Relocation Assistance can be claimed outside of the HMRC time period. However the relocation paid to you then becomes taxable rather than tax-free.

Can I claim any of my relocation allowance before I start my new job with the University?

No, you cannot claim for your relocation expenses until after you have started with the University. Your claim should be submitted, along with receipts to the Accounts Payable, Finance via the University's online expenses system.

Can I claim under my tax free allowance for my books to be moved from my old workplace to my new workplace by a removal firm?

Yes but the claim must come from within your relocation allowance. To minimise costs, most new employees will move their books from their old workplace using their own transport to their old home so that they can be moved with their furniture etc in a single transaction. They then move them from their new home to their new workplace using their own transport. You cannot claim any expenses for moving your books from workplace to home and vice-versa as this falls outside the HMRC regulations.

Can I claim for expenses incurred prior to my start if they are directly linked to my relocation?

Yes these expenses can be claimed provided they are clearly linked to your relocation. You should ensure that all claims are submitted together at the appropriate time, split claims will not be accepted.

When I have moved how do I update my address details with the University?

When you have moved, please ensure that you update your contact details and your new home address in the [Trent HR Self Service system](#).

What happens if I leave the University within 2 years of a claim for relocation assistance?

If you leave the University within 2 years from the commencement of your employment and you have claimed Relocation Assistance, you will be required to

repay a percentage of the money you will have received according to the following scale:

- Resignation during first year: 75%
- Resignation within second year: 50%

This must be repaid to the University no later than the final day of employment and will be deducted from the final salary payment. (Should this be insufficient to cover the outstanding debt the individual will reimburse the University immediately by some other means acceptable to the University). Queries should be discussed with HR.

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