HR POLICIES & PROCEDURES

Relocation Expenses Policy

This policy is available online at: www.tynecoast.ac.uk

We will consider any request for this policy to be made available in an alternative format or language. Please contact: Director of HR

We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group, JCC, F&R	**5**	**October 2026**	**October 2029**	**Director of HR**

POLICY NUMBER 80

1. Introduction

Tyne Coast College offers a relocation package to support the recruitment of staff by assisting with the costs of relocation to an address within a 50-mile radius, or one hour's travelling time, of the normal place of work.

2. Scope

This policy applies to all new staff appointed at Management Spine point 4 or above and Lecturing point 25 or above who meet the eligibility criteria set out in paragraph 3.

3. Eligibility

Newly appointed staff (as defined in paragraph 2) are entitled to claim reimbursement of eligible relocation expenses if the following criteria are met:

- the initial appointment must be for a period of 2 years or more
- the employee's existing residence must be outside a 50-mile radius or more than one hour's travelling time of their normal place of work as defined within their contract of employment
- the employee must make a statement of intention to move within six months of their appointment
- the expenses concerned, and the related claim(s), must meet the conditions set out in paragraphs 4 to 11
- the applicant will not be eligible if their partner or another member of the household has received similar allowances from any source as a result of their move to the area.

4. Conditions

4.1 You must change your main residence (see paragraph 9.4 below).

4.2 You must complete your claim within 18 months of the commencement of your appointment (please also see paragraph 9 regarding time limits for tax relief).

4.3 Reimbursement is not payable on promotion or extension or change of appointment within the college.

4.4 Where a new member of staff continues to be responsible for the outgoings of their old home whilst actively trying to sell that home the college will contribute to temporary accommodation or commuting costs for a period of up to 9 months. HM Revenue and Customs (HMRC) rules state that tax relief for temporary living accommodation only applies where the employee intends to move to permanent accommodation to complete the relocation. So for an employee who lives in a hotel until the old home is sold and a new home purchased, or who moves into a rented house at the new location for the same reason, the hotel and the rented property represent temporary living accommodation.

4.5 The college will not pay suppliers direct or pay any expenses in advance of the employee taking up their appointment or incurring the costs.

5. Allowances

5.1 Actual and reasonable relocation expenses (supported by receipts) will be reimbursed.

- Up to 10 per cent of the applicants gross starting salary
- Up to a maximum of £8,000
- The applicant may also claim, in addition to the financial support for relocation expenses set out in paragraph 5, the economy rate air fare to the United Kingdom for him/her and family (partner plus children) at the time of taking up the new appointment.

Where expenses are incurred in foreign currencies, the amounts incurred should be shown, in the currency in question, in the relevant column of the Relocation Expenses Claim Form (appendix A). The rate of exchange used to calculate reimbursement will be the appropriate rate in force at the time Human Resources process the claim.

6. Expenses

6.1 This list is not exhaustive but details the most common types of expenditure which may be claimed. If you are unsure if your expenses will be covered, please contact a member of the Human Resources team, to seek confirmation.

The value of the expenditure will determine how many quotes are required for each item. Please refer to the current limits in the Financial Regulations to ensure compliance and the college is able to demonstrate value for money.

- Removal of household effects, including insurance in transit - **quotations must be obtained** and the lowest of these will normally be relied upon
- If the employee chooses not to use a removal firm but to undertake their own move, the cost of hire of a vehicle and associated fuel and insurance costs may be claimed
- Removal of personal effects from office/laboratory, e.g. books
- Temporary storage, including insurance, of furniture if you do not move directly from the old residence to the new for a period of up to 9 months (but temporary storage is not an eligible cost if the employee has no intention of moving the belongings to the new residence)
- Solicitors' fees for buying and selling property, including searches, property enquiries and land registry fees
- Mortgage redemption and/or arrangement fees (excluding fees relating to fixed rate loans)
- Estate agents' fees, or direct advertising costs if not using the services of an estate agent, for selling property
- Surveyors' fees
- Stamp Duty
- Fees for setting up initial rental agreement (excluding deposits).
- Travel costs (rail fares for the employee and their family, or mileage at the College's approved rate) within the UK for the employee and their family for up to two return visits to look for accommodation, schools etc.
- The cost of up to 7 nights' hotel accommodation for the employee and their family on arrival in the Tyneside areaor whilst visiting the area to look for accommodation, schools etc. (does not include related food, drink or other sundry costs) Employees should ensure value for money in selecting an appropriate hotel.
- Travel costs of a single standard rail fare for the employee and their family, or mileage at the College's approved rate, when the actual move takes place
- Ongoing rental commitment on the original property, once it is left empty, for a period not exceeding 3 months, if is it not possible to break an existing lease agreement
- Temporary accommodation or commuting costs for a period of up to 9 months if the eligibility criteria in section 3 and 4 above are met and subject to completion of permanent relocation.

7. Expenses that cannot be claimed

7.1 Expenses that are explicitly excluded from the College's relocation expenses reimbursement scheme are:

- Removal of office and laboratory equipment from the premises of the employee's previous employer (the employing department may, by prior agreement, be able to fund all or part of these costs by direct payment to the previous employer or to a removal firm).
- Costs relating to the quarantine of domestic pets
- Security deposits relating to rented accommodation and other refundable deposits
- Redirection of mail
- Council tax bills
- Car rental
- Purchase of new domestic goods
- Mortgage arrangement fees related to fixed-rate loans
- Payments for services provided by relocation companies (other than household removal fees)
- Assistance with Mortgage deposits or loan payments.

8. Income tax legislation

8.1 Any payments made as part of the college's relocation expenses reimbursement scheme are exempt from income tax (up to a maximum of £8,000) provided the expenses are within the categories of allowable expenses set by HMRC, and are incurred before the end of the tax year following the one in which the employee starts their new job (a tax year runs from 6 April one year to 5 April the next). For example, if the employee starts their new job:

- on 2 January 2025, they have until 5 April 2026 to use their exemption.
- on 1 June 2025, they have until 5 April 2027 to use their exemption.

8.2 HMRC may, upon application by the employee, grant an extension of the time limit in extenuating circumstances, for example, if the employee has to delay moving to allow a child to complete school exams, or because the employee cannot sell their old home or find an affordable new one within the time limit.

8.3 Employees moving from outside the UK will be able to get tax relief on their international travelling costs to the UK as well as a maximum of £8,000 of allowable relocation expenses as set out in paragraph 6.

8.4 To qualify for tax exemption the new home that the employee moves to must become their main residence. The Inland Revenue guidance on what qualifies as a main residence is as follows:

- if, for example, you stay in your new home only during the week, return to your existing family home most weekends and your family do not intend to move permanently to your new home, then your old home will probably remain your main residence. In that case, you would not be entitled to the relocation exemption
- but, if you buy a new home, move into it with your family and rent out your old home, your new home will probably become your main residence. If it does, you will qualify for the exemption.

8.5 Other than international travelling costs under paragraph 6, any reimbursement exceeding £8,000 will be subject to income tax and therefore the reimbursement limit is capped at £8,000. Should the HMRC rules around income tax change, the college will not be responsible for any tax liabilities which may be incurred by the employee or if tax relief is denied subsequently by HMRC in respect of any expenses that do not qualify for exemption under the HMRC rules, or on reimbursements made outside the time limits.

8.6 Further information on the rules regarding tax exemption for relocation expenses is available on HMRC website:
http://www.hmrc.gov.uk/guidance/relocation.htm

9. Repayment

9.1 When a member of staff who has received financial support towards relocation expenses resigns before completing 2 years in the service of the college they will be required to repay the reimbursed expenses in whole or in part. Repayment will be on a sliding scale as follows:

- within 1 year of appointment: 100%
- after 1 year but within 2 years: repayment of full amount received, less 1/24th of this amount for each calendar month of service.

9.2 On receipt of a resignation letter from an employee who has received reimbursement of relocation expenses, HR will check if the employee will have completed 2 years' service at the point their resignation takes effect. If not, HR will write to the individual to confirm the amount of the reimbursed relocation expenses which is repayable, and to arrange repayment terms. Any outstanding amount may be deducted from an employee's final salary if repayment terms have not been agreed in advance of their last day of employment.

10. Procedure for making a claim

10.1 Your claim should be submitted on a Relocation Expenses form to the Human Resources Department.

10.2 For audit purposes, your claim must be accompanied by appropriate documentation including proof of payment e.g. an official receipt, electronic booking confirming the amount paid. It must be clear from the documentation what the payment was for. All invoices must be accompanied by a receipt or have an official stamp indicating that they have been paid. In the case of expenses related to the sale or purchase of property the final receipted Solicitor's completion statement must be submitted. If a removal firm has been used, two quotations for household removals must be submitted, together with the invoice and receipt for the chosen firm.

10.3 If you are making a claim for temporary accommodation or commuting costs you will need to provide evidence that your existing property is on the market.

10.4 Your claim may be made in as many instalments as suits you, it is not necessary to wait until you have completed your relocation to make a claim.

10.5 Once each claim has been processed, you will receive a letter from HR detailing the amount of reimbursement you will receive.

10.6 The college's preferred payment method in relation to the reimbursement of relocation expenses is via BACS (Bankers Automated Clearing System) although payment by cheque can also be arranged.

11. Policy Review

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade unions, Employees and Managers to assist in the policy review and monitoring of this policy.

Appendix A

Relocation Expenses Form

Employee name		School/Service/College	
Internal address		Email address	
Start date		Length of appointment	
Job title and salary scale/spine point		Permanent or Temporary appointment?	
Address relocated from			
	Do/did you own ☐ or rent ☐ this property (please tick as appropriate)		
New address			
	Please tick to confirm this is your main residence ☐		

Details of Expenditure

Please attach receipts and supporting documentation for all expenses claimed.
If you are claiming for the use of a removal firm please provide two quotations, one of which must be invoiced and receipted.
If you are claiming for temporary accommodation/commuting costs please provide evidence that your existing property is on the market with your first claim for reimbursement; with each subsequent claim please tick here to declare that your property is still on the market. ☐
Where costs are incurred in a foreign currency, the amount should be stated in the currency in question. The rate of exchange used will be the appropriate rate in force at the time Human Resources process the claim.

Date costs incurred	Details	Amount £	Amount in Foreign currency

NON-CONFIDENTIAL

	Sub Total(s)		

Repayment Agreement

By signing below I agree that if I leave my employment with Tyne Coast College within 2 years of commencement I agree that I will pay back the relocation fee as follows:

within 1 year of appointment: 100%
after 1 year but within 2 years: repayment of full amount received, less 1/24th of this amount for each calendar month of service.

Name: _____ Date:_____

Signature:_____

HR Use only	YES	NO	HR initials
Employee eligible under policy			
Main Residence relocation confirmed			
Required receipts attached			
Repayment agreement Signed			
Within approved budget			
Meets HMRC qualifying criteria			
Letter sent to Employee confirming payment of expenses and repayment if employment ends			

Equality, Diversity, Inclusion and Belonging

We as a college community are focused on ensuring that those minority groups within society who are more likely to experience discrimination and are protected by the Equality Act 2010 do not experience unfair discrimination, harassment or victimisation while working at, studying at or visiting Tyne Coast College.

The Relocation Expenses Policy has been updated and complies with the following **Protected Characteristics** (please tick all that apply):

Age	x
Disability	x
Gender reassignment	x
Marriage or Civil Partnership (in employment only)	x
Pregnancy and Maternity	x
Race	x
Religion or Belief	x
Sex	x
Sexual Orientation	x

Full description of **Protected Characteristics** can be found in the Equality, Diversity Inclusion and Belonging Policy

Name of Person responsible for Policy	Allyson Edney
Signed	
Date Reviewed	14/09/2026