

Relocation Policy: Frequently Asked Questions

If you answer yes to both of these questions, any international payments made to you will be treated as income and subject to deductions for tax and national insurance.

If you offset some of your international costs against your relocation allowance (see 2 above) these will be treated in the same way as costs set against your international allowance for tax purposes. This means that all payments made in relation to your international costs will either be exempt from or subject to deductions for tax and national insurance.

5. Will the costs of my rental accommodation be covered and will they be subject to tax and national insurance?

We may pay the cost of your rental accommodation for up to 8 weeks if you meet the following criteria:

the costs can be covered by your relocation allowance and
you are actively looking to purchase a property in the Loughborough area (or London area if based at our London campus or your new role is split role across both sites).

If you are not actively seeking to purchase a property, please consult your HR Team to check whether we will pay for your rental accommodation. If we do, the payment may be subject to deductions for tax and national insurance.

Your relocation allowance is intended to help with the additional costs that you incur due to relocation.

6. Will the costs of my house purchase be covered and will they be subject to tax and national insurance?

If you purchase a house close to work but your main home is elsewhere – for example you return to your family home at weekends, under HMRC rules all of your relocation payments may be subject to deductions for tax and national insurance.

7. If both my partner and I are relocating and we both work for the University, will we both receive a relocation allowance?

Yes, you will both be eligible for reimbursement of relocation costs in accordance with the University's policy. However, you cannot claim for the same expense twice. You may therefore decide to split your costs 50/50 or divide the costs between your claims. You should make it clear in your claim whether you are claiming a full or part cost, as should your partner.

8. What items can I claim for in my new home?

You can claim reasonable costs for larger essential items that are not provided in your accommodation or are not fit for purpose. This may include larger items of furniture such as a wardrobe, bed, and soft furnishings such as sofas, carpets and curtains as well as substantial electrical goods such as a fridge or washing machine. Items such as

9. Can I pick any removal firm I want?

To ensure good value for money we would suggest you obtain quotes from two removal companies. We will pay the cost against the removal allowance, however if you have not used all of your relocation allowance, you may offset your additional removal costs against your unused relocation allowance - see question 1.

10. What can I claim if my belongings are damaged during the move?