

Relocation Assistance Programme Overview

Eligibility

The relocation assistance programme is for newly appointed employees who meet the following criteria:

- appointed in a role at grade 6 or above, and
- the contract of appointment is for 2 years or more in duration, and
- they are relocating their main residence to take up the post and the purchase or rental of a new main residence must involve moving from outside of 40 miles to within 40 miles of The University postcode location.

What are the benefits?

1. **Relocation Allowance:** The relocation assistance allowance may be used for services provided by The University's relocation provider or to obtain reimbursement for qualifying expenses which are listed on the next page. These services and reimbursements may be exempt of tax and class 1A national insurance contributions, on limited amounts, in accordance with HMRC rules.

If you are moving your primary residence internationally, new employees may also be eligible for:

2. **Standard class flights:** For the employee and their direct family members (partner and children under 18 years old)
3. **Visa Fees:** Reimbursement of the employees Skilled Worker or Global Talent visa application and Immigration Health Surcharge fee for the employee.
4. **Loan:** In some cases, we may be able to offer an interest free loan of up to £10,000 for dependant(s) visa costs for employees with a Skilled Worker or Global Talent visa.

How long is the relocation assistance available for?

Claims must be submitted within three months of incurring the expenditure.

Additionally, in line with HMRC guidance, any tax-exempt relocation expense claims must also be submitted by the end of the UK tax year following your employment start date. Claims submitted after this period may not be reimbursed.

Employees Leaving

If an employee leaves The University within two years of taking up appointment, they will be liable to repay part of their relocation allowance back to The University. They can retain 1/24th of the relocation allowance for each completed month of service.

CATEGORY 1	Travel & House Hunting: includes employee and direct family only (partner and children)	
	Qualifying: Saver or standard fare only	Non-Qualifying
	<ul style="list-style-type: none"> Flight (one way and direct) Train and/or Bus Car rental (cheapest of 3 quotes) Mileage 40p for first 150 miles and 25p thereafter Boxes / packaging to move 1 night stay in accommodation: Hotel or Air BnB * Reasonable meals (at UoM discretion) * 	<ul style="list-style-type: none"> Claim for staying with friend/relative Alcohol Sundry items e.g. snacks, sweets & drinks Childcare costs Healthcare surcharges and travel insurance Suitcases
<i>* Only available for claiming against one house hunting trip</i>		

CATEGORY 2	Temporary Accommodation OR Travel: If started in post at The University before moving into new main residence, you cannot claim for both temporary accommodation and travel	
	Qualifying	Non-Qualifying
	<ul style="list-style-type: none"> Travelling costs to commute from old home to The University if starting before move is complete: <ul style="list-style-type: none"> Train and/or Bus Mileage 40p for first 150 miles and 25p thereafter Rent Estate agent fees Hotel, short stay, standard room or Air BnB 	<ul style="list-style-type: none"> Claim for staying at a friend/relative home Cleaning of home/décor and Service Charge Rental deposits Storage costs Childcare costs

CATEGORY 3	Sale and Purchase of Home	
	Qualifying	Non-Qualifying
	<ul style="list-style-type: none"> Legal fees Stamp duty Estate agent fees and/or auctioneer fees Surveys and valuations Interest payments on bridging loan: to redeem a loan secured on your old home or to purchase your new home and does not exceed the market value of your old home at the time you purchase your new home 	<ul style="list-style-type: none"> Land registry fees Advertising Insurance on empty property until sold Cleaning of home/décor Gardener fees Rental deposits Storage costs Council tax

CATEGORY 4	Utilities	
	Qualifying	Non-Qualifying
	<ul style="list-style-type: none"> Cut off and connection fees for gas, electricity, and land line telephone 	<ul style="list-style-type: none"> Cut off fee for mobile and new sim cards Personal subscriptions Broadband, TV etc

CATEGORY 5	Domestic Goods: only if existing cannot be transported or moved to new home	
	Qualifying	Non-Qualifying
	<ul style="list-style-type: none"> Cooker Fridge Freezer Curtains Carpet Curtain pole Washing Machine 	<ul style="list-style-type: none"> Dryer Toaster Blenders etc. Microwave Pressure cooker Kettle Vacuum Iron Dishwasher Television Dinner sets Cutlery Pots / Pans Rugs Sofa

CATEGORY 6	Other: these claims may be subject to Tax and Class 1A National Insurance contributions (NIC)	
	If The University has agreed and confirmed in writing to reimburse some other form of expenditure. Such reimbursements will be the exception rather than the rule and are solely at the discretion of The University.	

Frequently Asked Questions

How do I claim relocation expenses?

Visa Fee and Immigration Health Surcharge = MyView expenses portal

These claims should be made via the online expenses portal in MyView, by choosing 'incidental expenses' then 'Global Talent, Skilled Worker, & IHS'. MyView can be found here:

<https://www.staffnet.manchester.ac.uk/people/current-staff/employee-self-service/my-expenses/expenses-in-myview/>

Credit card statements, bookings, registration or application forms, cheque stubs etc DO NOT qualify as receipts/invoices.

Flights and Relocation = Relocation Expenses Claim Form

- Complete the form, available here <https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/pay-conditions/expenses/expenses-categories/relocation/>
- Submit this form to your **People Employment Services team**, along with high quality scanned supporting documentation and receipts. We may request original receipts following a claim submission so please ensure you retain the originals. Credit card statements, bookings, registration or application forms, cheque stubs etc DO NOT qualify as receipts/invoices.

The People Employment Services email addresses are as follows:

- Faculty of Science and Engineering: People.EmploymentServicesFSE@manchester.ac.uk
- Faculty of Humanities: People.EmploymentServicesFHUM@manchester.ac.uk
- Faculty of Biology, Medicine and Health: People.EmploymentServicesFBMH@manchester.ac.uk
- Professional Services & Cultural Institutions: People.EmploymentServicesPSCI@manchester.ac.uk

Please note that any expenses incurred via our preferred relocation provider will be invoiced directly to The University, up to your relocation allowance limit. If you engage them to provide services which attract fees over and beyond the relocation allowance, you will need to pay these fees to them directly.

How do I apply for a Visa Loan?

Please review the Visa Loan Policy terms and conditions. You will then need to complete the Visa Loan Application Form and submit it alongside all the relevant receipts to

people.globalmobility@manchester.ac.uk

Further information can be found here <https://www.staffnet.manchester.ac.uk/people/current-staff/pay-conditions/expenses/expenses-categories/visa-loans/>

Is there a financial limit to the amount I can claim?

Yes, the total reimbursement is capped at the amount specified in your employment contract. Expenses beyond this limit must be covered personally.

The Skilled Worker and Global Talent visa fees for the employee, and standard class flights for the employee and accompanying family members are considered separately. While there is no specific limit for these expenses, costs must be reasonable.

Which temporary accommodation costs can I claim?

You can book this yourself, or via our preferred relocation provider, subject to the relocation allowance limits. If required, please ask them for further details on this service and the fees which they will charge.

We will consider various forms of formal temporary accommodation costs. These include but are not limited to Hotels, AirBNB and Serviced Apartments either booked via the preferred relocation provider or booked directly. We will also consider

- Temporary accommodation in your prior location, where your household belongings have been packed, and the house is no longer equipped for living.
- Temporary accommodation in Manchester while you search for your long-term accommodation. We would usually reimburse no more than 3 months temporary accommodation or up to your relocation allowance, whichever comes first.

University preferred relocation provider

- **Can I travel with the relocation company packers to the delivery address?**
No. Due to insurance liability restrictions, this is not possible.
- **Can the relocation company provide transit cover insurance if I pack my own boxes?**
No. Transit cover insurance can only be provided when the relocation company packs the boxes and inspects the condition of the household goods during this process.
- **Can I pre-book a specific pick up or drop off time with the relocation company?**
The packing and delivery crew's schedule often varies due to delays, traffic, and other unforeseen factors, as such collection / delivery times will not be confirmed until the day prior.
- **Can I arrange my own moving company?**
We will only cover the cost of household goods moving services when you use our preferred relocation provider. We have strict service level agreements which ensure quality standards, structured processes, and insurance coverage.
You may arrange your own moving company at your own expense if you prefer to use your relocation allowance for other eligible costs.
- **Can I move household goods from various locations?**
Yes, where costs remain within the relocation allowance limit.
- **Are pet relocation cost included?**
Yes, where these costs are incurred via our preferred relocation provider.
- **Can they provide any additional services?**
Additional services are available for an extra fee, including help with short-term accommodation, finding a home, or removals support.

Can I 'cash-out' the relocation allowance if I have not claimed reimbursements?

No, the relocation allowance is only available as a reimbursement or settlement of invoices from the relocation provider.

When will the reimbursement be processed?

Claims are typically processed with payroll in the month after your claim is submitted. Where any additional information or documentation is required, this could delay the process.

Can I submit more than one claim / more than one move?

You are only allowed to claim for one relocation event at the start of your employment when you move your primary residence to Manchester. We understand that these expenses can be incurred over a period of time, so you are allowed to submit multiple claim forms where required.

Can I claim for travel and hotels costs if I do not move to Manchester?

No. If you choose not to move to Manchester, you cannot use the relocation allowance to cover the cost of your extended commute. HMRC guidance does not allow for these costs to be treated as relocation costs.

How do I claim for mileage?

We will reimburse mileage claims in line with University policy. A screenshot from Google Maps (or a similar tool) must be included to show the route taken, excluding detours or unnecessarily long alternatives.

Which other expenses cannot be claimed?

There are various expenses that we will not be able to cover, including but not limited to the below:

- Any relevant claims exceeding your relocation allowance amount.
- Any relevant claims exceeding the HMRC tax-exempt limit.
- Non-qualifying items outside HMRC tax-exempt relocation allowance.
- Claims without supporting documentation (e.g., full receipts etc).
- Airline fees for excess baggage, oversized cabin bags and musical instruments.
- ECCTIS certificates, English Language Test fees or a Tuberculosis Tests.
- Commuting or hotel costs if you choose not to relocate to within 40 miles.
- Any expenses related to converting your old home into a rental property.
- Rental deposits, or similar, which may be returned to you later.
- Cleaning services, except the minimum mandatory part of a temporary accommodation fee.

Can the relocation allowance be increased?

The relocation allowance amount is a flat rate allowance based on the location of your prior primary residence. If, however, you believe that there are genuinely exceptional and unique circumstances which affect your personal relocation needs due to accessibility or other exceptional reasons, please let us know.

Who should I contact for more information?

For any initial and general queries please contact your Employment Services team in the first instance. If required, they may refer your query to the Global Mobility team.