

# UNIVERSITY OF ULSTER

## REMOVAL EXPENSES GUIDELINES (New Appointees)

This document is intended to set out general guidance in regard to the expenses for which a new employee can be reimbursed where he/she has to move home as a result of taking up employment with the University.

### APPOINTMENTS WHERE THE DURATION OF THE CONTRACT EXCEEDS 30 MONTHS

#### Removal Expenses & Legal Fees.

1. The University will reimburse removal expenses and legal fees subject to the following conditions and on production of the necessary receipts.
  - 1.1 Claims for removal expenses will be met on the basis of the lowest of three quotations (whether or not that quotation is accepted by the member of staff).
  - 1.2 Legal expenses relating to the sale the appointees existing property and the purchase of a new property. These will be paid on the basis of the lowest of three quotations.
  - 1.3 The University will not reimburse any costs associated with the redemption of the appointees existing mortgage or any costs associated with obtaining a mortgage on any new property including mortgage valuations. The University does not reimburse estate agent fees.
  - 1.4 The University will not reimburse any costs associated with Stamp Duty on the purchase of a new property.
  - 1.5 Claims for removal expenses and legal fees must be incurred no more than 18 months after the date of appointment and submitted for payment no more than 20 months after the date of appointment. **Requests for any extension to this timeframe must be agreed with Human Resources within the above timeframe.**
  - 1.6 The maximum amount which the University will reimburse to appointees moving from an address in the UK or Europe is equivalent to 10% of the appointees salary plus £1000.
  - 1.7 The maximum amount which the University will reimburse to appointees moving from an address outside of Europe is equivalent to 10% of the appointees salary plus £2000.

**The University believes that all of Northern Ireland is within commuting distance of its campus and therefore expenses in respect of relocations from an address within Northern Ireland cannot normally be reimbursed.**

## **2. Preliminary Visit**

In exceptional circumstances, a candidate from outside Northern Ireland who has accepted an offer of appointment may be reimbursed for expenses incurred in a preliminary visit during the period between the interview and taking up appointment. In such instances, the University will refund the costs for the appointee of a return economy class fare by air, rail, sea or road (travel costs of the appointee's partner can also be paid) and up to £130 to cover accommodation.

The appointee must seek prior approval from the Human Resources Department and cost will only be reimbursed after the appointee takes up post. In the event that the appointee does not take up post the expenses incurred in the preliminary visit will not be reimbursed.

## **3. Travel On Taking Up Appointment**

The University will meet the cost of fares for the appointee and the members of their household (to qualify, children must be of school age), within the following limit:

- (a) Air Travel** : Single fare (tourist class, if available).
- (b) Rail and Sea Travel** : Single fare by rail (economy class) and sea, including berths.
- (c) Car Ferry** : For appointees living in the UK a single fare of transporting the appointees car by ferry. Single passenger fares including berths. (This provision applies only to travel between the UK and Northern Ireland).
- (d) Car** : Mileage allowance at public transport rate from the appointees former address to the port of embarkation and from the port of disembarkation of her/his new address.

## **APPOINTMENTS WHERE THE DURATION OF THE CONTRACT IS 30 MONTHS OR LESS**

Where the duration of the appointment is less than 30 months the University recognises that there will be costs associated with relocating to Northern Ireland however, as this is only a temporary relocation it is not viable, necessary or appropriate to reimburse all of the costs set out above. The University will not reimburse any of the costs at 1.2 above where the duration of the contract is 30 months or less.

**This policy applies to all appointments made after 1 February 2010**