



Queen Margaret University
EDINBURGH

Relocation Policy & Procedure

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1.0 General Principles

- The policy applies to new employees who have been recruited into roles at Grade 8 and above and are required to relocate and move house to take up their appointment.
- Relocation expenses are covered from the department budget and are therefore at the discretion of the Dean or Head of Department.
- Following approval from the Dean or Head of Department eligible employees are required to pay the cost of any expense incurred initially and can then submit an expenses claim form to the University in line with this policy.
- All applications for the reimbursement of relocation expenses must be made within one year of commencing employment.
- Any exception to this policy must be approved by the Principal in advance of any offer being made.

2.0 Relocation Assistance

The University may assist you with relocation as follows, up to a maximum of £3,000:

- Removal expenses within the UK may be covered. You should submit 3 competitive quotations with the amount payable normally being based on the lowest.
- Where short term rented accommodation is required this may be subsidised up to a maximum of £500 per month for not more than 6 consecutive months.
- Expenses claim forms must be accompanied with invoices.

Please note that it is the responsibility of the employee to make all relocation arrangements.

3.0 Repayment of relocation expenses if you leave the University

Normally if employment with the University is terminated the following repayment of relocation costs reimbursed will be covered as follows:

Within 12 months	-	Full Repayment
Within 12 – 24 months	-	50% Repayment

4.0 The Procedure

Expense claim forms should be submitted to Line Managers attaching all relevant receipts for approval and authorisation from the relevant budget. A copy of the Expenses Claim Form will be retained in the employee's personal file.

Any queries in relation to this policy should be directed to Human Resources.