



## Brasenose College Relocation Expense Policy

July 2011

1. Except where described below, the College will follow the University policy on relocation expenses, as laid out at:

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094441>

2. Where the University policy specifies approval from or reference to Administrator, Head of Department Head of Accounting or similar roles, this function will be performed for College travel expenses by the Bursar. The Bursar's relocation expenses will be approved by the Principal.

### 3. Summary of key criteria (as at July 2011):

Costs for one move, plus up to 6 months storage, will be reimbursed if the following criteria are met:

- a. Relocation for moves of a reasonable distance, being from more than 25 miles from Oxford to within 25 miles (and for moves of not less than 25 miles).
- b. Costs to be incurred before the end of the tax year after the move (so within 12-24 months).
- c. Includes insurance of goods up to £100,000 in value.
- d. Includes travel costs up to the equivalent of the allowance for one car journey.
- e. Up to £6,500 for professional fees and fees such as stamp duty and land registry costs.
- f. Interest free loan for further costs of up to £10,000 (taxable benefit).
- g. Excludes work related equipment.
- h. If the employee resigns or is dismissed within three years of appointment, payments made under this policy will be deducted from final month's salary.
- i. In the cases of joint employment with the University, the College will only pay its share of relocation expenses in proportion to the College's share of the joint salary.

Please see the University website for more details, at the above link.

4. Reimbursement of relocation expenses will usually be a taxable benefit. Whilst the individual employee will be responsible for declaring any assistance on his or her tax return the College will reimburse the employee for any tax liability assessed by HMRC as a taxable element of relocation allowances as a result of exceeding the limit for qualifying benefit (currently £8,000) **but providing the HMRC time limit for claims is not exceeded.**

**Adaptations to the University policy:**

5. Moving within the UK: three quotes will be required for expenditure above £250, and the claim will be limited to the lowest price quoted, unless agreed otherwise in advance by the Bursar. One or two quotes for expenses of less than £250 may be acceptable, with prior agreement of the Bursar.
6. No relocation expenses will be payable to employee on a fixed term contract of less than three years.
7. If the total relocation expenses are less than £250, these will not be recovered from the employee if they cease employment within three years.