

**RELOCATION POLICY FOR NEW EMPLOYEES**





The University will meet all reasonable estate agent fees and expenses incurred in selling the existing property, subject to the overall limit.

**Valuation, survey, building society/bank and legal fees**

Eligible items under this heading include house surveys, mortgage indemnity and mortgage redemption fees, subject to the overall limit.

**Utility disconnection and connection charges**

Charges incurred in disconnection and reconnection of utilities (ie gas, oil, electricity, water and telephone) at the old and new home will be covered, subject to the overall limit. This does not apply to the provision of new utilities.

**Travel and Subsistence**

The employee is entitled to travel for:

- < Preliminary visits to the new location
- < Temporary living accommodation – where the individual intends to move to permanent accommodation to complete the relocation but moves into a temporary property until the old home is sold and/or the new purchase completed.
- < Travel between the old home and new work location
- < Travel between the old home and temporary living accommodation
- < Subsistence in line with the University's Expenses Policy

Members of the employee's family may be entitled to travel for preliminary visits to the new



