



## **RELOCATION ASSISTANCE ON APPOINTMENT LODGING, TRAVELLING AND DISTURBANCE SCHEME**

### **Eligibility**

1. If you need to relocate to take up employment with the City of London Corporation you may be eligible to apply for benefits under this scheme, subject to the following criteria:-
  - (a) your home **at the time of the offer of employment with the City Corporation** was located more than 40 miles away, or the normal travelling time to your place of work within the City Corporation would be more than 1½ hours;
  - (b) you owned, were buying, leased or formally rented your home **at the time the offer of employment was made**. Employees living with parents, friends or relatives on an informal basis will not qualify;
  - (c) the prior approval of the Chief Officer has been obtained and your entitlement to claim has been confirmed.
2. If your husband, wife or partner receives expenses relating to the move the City Corporation reserves the right to exclude you from some or all of the provisions of the scheme.
3. **In all cases claims for any lodging, travelling or disturbance allowances must be accompanied by the appropriate proof of payment.**
4. If you are eligible to claim allowances under this scheme you should do so within one year of commencing your employment with the City Corporation. If for any reason you are unable to do this you should contact your departmental HR/Administrative Officer who will discuss the circumstances with Corporate HR.

[Click Here](#) for details of current Allowance Rates.

### **Lodging/Travelling Allowances**

5. If you are living in temporary accommodation and still maintaining your former home, prior to its disposal, the following allowances may be payable:-



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- (a) an allowance per calendar month for a maximum of 26 weeks. In exceptional circumstances an extension to this time limit may be granted. The cost of meals, other than the breakfast element in a bed and breakfast charge, will not be paid. You should speak to your HR/Administration Officer in the first instance.
  - (b) the cost of one standard class rail/coach return journey to and from your former home for each week that a lodging allowance is being paid under the above terms. You are expected to use the most economical ticket available for the date and time of travel;
  - (c) an alternative to 5a) above, you may elect to commute from your home on a short term basis and claim reimbursement of the cost of standard class rail/coach travel. The maximum amount that can be reimbursed is equivalent to the current rate of lodging allowance and may be payable for a maximum of 26 weeks.
6. Entitlement to any of the above allowances is dependent upon you actively seeking new accommodation. These allowances are not payable once a new home is available for occupation, or from the day following the date of disposal of the former home, or after 26 weeks, whichever is the earlier. The City Corporation will not provide temporary accommodation.

### **Disturbance Allowance**

7. A disturbance allowance may be made to cover all or part of incidental expenses relating to moving home such as curtains and curtain fittings; carpets and carpet fitting; lampshades; installation of gas/electricity supply for cookers where none previously existed; plumbing work associated with washing machine installation; rewiring of power points if essential; losses incurred, such as cashing in a season ticket or other similar unavoidable costs in moving home. The allowance is the amount applying at the date of completion of purchase or the date the lease or rental of the new home commenced.
8. Reimbursement may not be claimed for: decorating/decorating materials; telephone installation; furniture and fittings except where fitted hobs/cooker units and/or fitted wardrobe units were left in your former home. Claims for these will be considered provided you advise the City Corporation in writing of this when you submit your documents for processing. If you buy curtains and carpets from the



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vendor of your new home you should obtain a receipt from the vendor.

### Legal and Estate Agents' Fees

9. Subject to proof of payment being produced, the City Corporation will reimburse the following costs:-
  - (a) estate agents fees relating to one agent only, or where more than one agent is involved, the maximum reimbursement of the total estate agents' fees is 2% of the selling price (estate agents' fees will only be reimbursed in connection with the sale of your former home);
  - (b) the full cost of legal fees for sale and purchase, building survey fees for mortgage purposes and stamp duty.
10. No payment will be made for abortive costs, fees for engagement of your own surveyor, incidental costs when looking for properties, storage costs, or mortgage indemnity insurance.

### Removal Expenses

11. The full cost of removal expenses will be reimbursed, based on the lowest of three quotations obtained by the employee and subject to proof of payment. The hire charge of a vehicle to be used for your own removal arrangements is acceptable as one of the three quotations but please add an estimate for the costs of petrol (and mileage charge if applicable). No reimbursement will be made for overnight accommodation during the move or for storage charges.

### Resident Employees

12. Employees who are required to be resident by the City Corporation may be eligible to receive financial assistance under this scheme. You should seek further advice on this from your departmental HR /Administrative Officer.
13. The usual 40 mile/1½ hours travelling criterion does not apply.
14. Claims for disturbance allowances may only be made where the accommodation is unfurnished. The restriction relating to the purchase of furniture and fittings is waived.



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15. Legal and Estate Agents' fees will only be reimbursed in relation to the sale of your former home.
16. Removal expenses may be claimed as detailed in paragraph 11 above.

### **Employees Leaving the City Corporation**

17. If you have received benefits under this scheme and leave the City Corporation's service within two years you must repay the benefits as follows:
  - (a) less than one year's service at the date of termination, 100% of the allowances paid;
  - (b) more than one year's service but less than two year's service at the date of termination, 50% of the allowances paid.

### **Submission of Claims**

18. Forms for claiming any of the above allowances are available from your HR /Administration section.
19. All employees, except Chief Officers, should submit their completed claim forms and supporting documentation to their departmental HR /administration section for processing.
20. Chief Officers should submit their completed claim forms and supporting documentation to the Corporate HR for processing.
21. Claims for allowances should be submitted on a monthly basis, as appropriate. All claims should be submitted as soon as possible and, in any event, within one year of commencing employment with the City Corporation.

### **Notes**

22. **Employees who are paid relocation expenses in excess of £8,000 will be liable to pay income tax on the excess amount.**