

Relocation Expenses



Introduction

We are committed to attracting and recruiting the best talent to Westminster City Council. Where necessary, to encourage a suitable candidate to move home to take up the offer of a post within the Council, we will offer a Relocation Package.

Relocation Package

A Relocation Package is offered when:

- the suitable job applicant's existing home is not within reasonable daily travelling distance of their workplace
- relocation is a direct consequence of the offer of employment with the council
- the decision to offer relocation expenses is made before the candidate has started employment
- employees must claim within one year of taking up the appointment.

Managers have the discretion to offer up to a maximum of £8,000 which will be funded from existing department budgets. Claims can be for the following:

- Removal and storage fees – where the household effects have to be moved
- Legal and survey fees – for the sale or purchase of a property
- Temporary living accommodation - where it is necessary to maintain two homes whilst organising permanent relocation
- The cost of a standard return rail ticket home once a week for a maximum of 26 weeks (while the individual is in temporary accommodation, pending permanent relocation)

Claims are made on the basis that an individual agrees to repay 50% of the amount claimed if they do not remain in the Council's employment for at least 2 years. This will be deducted from their final salary.

How are the expenses claimed?

All claims are made on a retrospective basis and must be supported by receipts. These should be sent to your line manager who will raise an enquiry with the IBC. Payment will be made through your salary in the month following submission.

Tax implications for expenses claimed

Under current HMRC rules, relocation expenses can be reimbursed free of tax, provided the expenses meet qualifying conditions:

- The reason for relocation relates to the employee starting a new job with the Council
- The expenses relate to the sale or purchase of a property
- The expenses are incurred before the end of the tax year after the one in which the employee started the new job
- The new residence must be within reasonable daily travelling distance of the new normal place of work whereas old residence was not

Manager's Role

Manager should:

- ensure that employee submits relevant receipts
- authorise that each expense claim meets the criteria in the policy
- send a request to IBC asking to make the expense payment

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