



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA320
Title	Reimbursement of removal and relocation expenses
Policy Owner	Bursar
Date	18 th December 2023
Approved By	Údarás na hOllscoile

1.0 Purpose

This policy sets out information regarding the reimbursement of removal and relocation expenses. A new staff member may be entitled to reclaim the costs associated with moving house and relocating to Galway on first appointment to an academic staff post or to a senior support services staff post (Administrative Officer and above). Removal and relocation costs will only be reimbursed for research staff if specifically funded by an externally funded research project or in support of the University's Proleptic Appointments Policy and subject to local funding being available.

2.0 Description

A new staff member appointed to the University may have to move house to carry out their employment duties. Revenue guidance states that the reimbursement of removal and relocation expenses is allowable if it costs the staff member money to move to a new employment location and take up their employment.

2.1 Allowable Costs

Only those expenses that are a direct result of the change of residence can be repaid tax-free.

Subject to the relevant maximum rates listed below, allowable costs are limited to:

- auctioneer's and solicitor's fees and stamp duty arising from moving house,
- removal of furniture and effects,
- storage charges,
- insurance of furniture and effects in transit or in storage,
- cleaning stored furniture,
- temporary subsistence while looking for accommodation at the new location (subject to a maximum of 10 nights at the appropriate subsistence rate),
- the vouched rent of temporary accommodation for a period not exceeding three months (this may not be paid concurrently with the temporary subsistence referred to above).

As per Revenue's guidance the conditions to be satisfied to allow certain removal and relocation expenses to be paid free of tax are as follows:

- the reimbursement to the employee or payment directly by the employer must be in respect of removal and relocation expenses actually incurred,
- the expenses must be reasonable in amount,
- the payment of the expenses must be properly controlled and
- moving house must be necessary in the circumstances.



University of Galway will reimburse flight/travel costs incurred as a direct result of the relocation for the staff member, spouse and/or dependents.

Residence permits and entry visas will be reimbursed where they are necessary for the staff member to commence employment in the university.

Except for any temporary subsistence allowance, all payments must be matched with receipted expenditure.

University of Galway will retain these receipts on file for six years as they may be examined in the event of a compliance intervention.

Any reimbursement of costs approved for payment and which are not listed above will be subject to tax deductions, payable by the employee.

Any reimbursement of the capital cost of acquiring or building a house or any bridging loan interest or loans to finance such expenditure is subject to tax, payable by the employee.

2.2 Rates

Where it is clearly necessary for the employee to relocate to Galway (moving more than 100km from normal place of work) to take up employment with the University and perform their duties in Galway, the reimbursement or payment of the allowable costs are as outlined above and are subject to the maxima of €4,500.

2.3 Avoidance of double claim

The University will not pay/reimburse its appointee any relocation costs where the relocation expenses (e.g. of a spouse on transfer to a post in Galway (city or county)), have already been defrayed.

2.4 Repayment of claimed expenses due to staff member leaving the University

Should a staff member who has been reimbursed for allowable costs leave the service of the University for any reason within **four** years from date of taking up his/her appointment, any reimbursed costs under this policy will be refundable to the University on a pro-rata basis, i.e. by reference to the unexpired portion of the four-year term.

When a staff member resigns or retires, HR will crosscheck this notification to the relocation expenses listing in the previous 4-year period. The University will be automatically entitled to deduct any refund under this provision from any salary or other payments due to the staff member.

Fixed Term Contract Staff:

The allowable costs above may be paid on a pro-rata basis, e.g. in the case of a two-year appointment, 50% of allowable claim may be paid.

In the event of early termination of the fixed term contract the above provisions will apply to the extent that the amount refundable will be that proportion of the total paid which the unexpired portion of the contract period in question, bears to the total of the contact period.



3.0 Procedure

Third party receipts/vouchers in proof of payment must be submitted with all claims for expenses. Evidence of value for money (such as three quotes) must be maintained by the claimant and available if required by HR and / or the President. Reimbursement as per the rates outlined at paragraph 2.2 will normally be made in the month following receipt of claim.

Applications for the repayment of the expenses, together with relevant receipts should be forwarded to the Director of Human Resources for approval within the HR cost centre budget. If a research member of staff is claiming repayment of removal and/or relocation expenses allowable under the project funding guidelines, the claim will be administered by the HR office. These claims should be charged directly to the appropriate research cost centre, GL code 3124 “Relocation Costs”

In exceptional circumstances, the President, on the recommendation of the Director of Human Resources, may authorise reimbursement of expenses in excess of the capped amount above taking due cognisance of relevant market employment conditions. The Bursar may deputise for any of these positions where a conflict of interest exists. Any exceptions to the above limits should be documented and signed off at the time of the decision.

The Director of Human Resources will retain records of all payments made under this policy, including justifications and authorisations, and will prepare an annual report of same for UMT and FRC.

4.0 Responsibilities

Name	Responsibility
Bursar	<ul style="list-style-type: none"> Policy owner
New Staff member/claimant	<ul style="list-style-type: none"> Ensure all claims submitted comply with University Policy and Revenue guidance.
Director of HR	<ul style="list-style-type: none"> Ensure this policy is complied with. Ensure receipts are submitted as proof of payment, check value for money was achieved and that payments are approved subject to the maxima. Inform Payroll and Expenses Office of any BIK implications arising from the employee’s relocation/ removal costs. Inform Payroll and Expenses Office if an employee resigns or retires and there is a repayment of expenses due. Prepare annual report for UMT and FRC disclosing total payments in respect of allowable expenses reimbursed to staff.
Director Financial Accounts	<ul style="list-style-type: none"> Ensure this policy adheres to Revenue guidance.

5.0 Related Documentation

[Removal and relocation expenses \(revenue.ie\)](http://revenue.ie)

*Visit the **P&P Repository** on the **Quality Office website** for other policies, procedures, regulations and guidelines*