

## **GSA Staff Relocation Expenses**

To ensure GSA attracts and retains excellent staff, the School will provide financial assistance to staff relocating to Glasgow or Forres in order to take up a position with the School.

GSA will compensate, in part, new employees who are required to relocate their permanent residence to within daily travelling distance to the Glasgow or Forres Campus, and where the employee's home address is not within 50 miles of their workplace.

To qualify for relocation allowance, the individual must:

- Accept a contract with the School for a minimum period of two years;
- Relocate within one year of the employment start date.
- Upon relocation, reside in a travel to work area within 35 miles of place of work;

The maximum amount payable is £6000.

Receipts must be provided for all expenses and these must be produced within three months of the relocation. The payment may be used for the following purposes to support the individual (and their immediate family) in relocating to Glasgow or Forres:

- Lodging/rental expenses for a maximum of one year
- Legal/agency fees associated with selling or purchasing a home
- Removal costs
- Travel to Glasgow or Forres for self or family to view property/schools

Should a member of staff resign from GSA within two years of their appointment, 100% of any relocation expenses claimed must be paid back.

Exceptionally staff relocating to work at GSA on a fixed term appointment of less than two years may claim relocation expenses with no obligation to pay them back at the end of the contract. Prior approval must be sought from the Director of Finance via Human Resources in these circumstances.

### **Claims process**

If a new member of staff meets the above criteria and is therefore eligible to access relocation funding, receipts should be forwarded with an Expense Claim Form to their line manager. If the line manager does not have budget signatory approval, they should arrange for an appropriate senior member of staff in their department to sign off the expenses. These claims will be met from departmental staffing budgets.

