

Green Templeton College University of Oxford

Relocation Policy

Relocation expenses are not offered routinely, however, the College reserves the right to offer relocation expenses in certain circumstances.

The College will decide before advertising a post whether it will qualify for relocation expenses and this will be stated clearly in the particulars of the job.

In deciding whether to offer relocation expenses, the College will take regard of the following considerations:

- The need to recruit nationally or internationally to secure a suitable appointment
- The difficulty of recruiting to a particular post
- The importance of the post to the academic and business needs of the College
- The need to pay relocation costs in order to secure an appointment
- Any other material factors

The intention is to provide financial assistance in obtaining the type of housing which is normally of no greater size than occupied immediately prior to their appointment with Green Templeton College.

The criteria for claiming relocation expenses is set out within the policy and paid only where the College is satisfied that the employee needs to move home, and that the arrangements proposed are reasonable. The employee will be required to demonstrate that no other person involved in the move is receiving reimbursement of relocation expenses.

In the event of the employee leaving the employ of Green Templeton College within 2 years, repayment will be required of a sum equivalent to the expenses received, less one twenty fourth for each completed month of service.

Application for relocation expenses must be made during the first six months of service.

Applications should be put in writing and must be accompanied by relevant invoices.

Relocation expenses could include removal expenses, legal and surveying fees, stamp duty etc. It also could include a settlement allowance for replacement of carpets, curtains or other fixtures. Receipts are required for all expenditure.