

**THE UNIVERSITY OF SUSSEX**

**(g) Removal expenses**

The University will reimburse staff taking up a new appointment at the University for certain expenses incurred in the process of moving to the area, subject to the following conditions.

1. The maximum amount payable will normally be £2,500, although in exceptional circumstances the head of the staff member's budgetary unit may agree to this limit being exceeded, following consultation with the Staffing Services Division.
2. Within this overall limit, expenditure will be reimbursed to cover the following items:
  - (i) professional fees and disbursements (including solicitors', surveyors' and estate agents' fees); and
  - (ii) removal company and van hire charges.
3. Any expenses claimed will only be payable on production of invoices or receipts proving that the expenditure has been incurred. These should be submitted with the expenses claim form and must be submitted within 14 months of taking up the post, unless the Unit head in exceptional circumstances has agreed to extend the deadline.
4. Expenses will normally be payable to all new staff living at least 20 miles away from the University and who have had to move to within 20 miles of the University in order to take up their post, although the Unit head has discretion to vary this after consultation with the Staffing Services Division.
5. Removal expenses will only be payable to staff whose contract is for one year or more. However, new staff employed on a contract of less than one year who contract is subsequently extended beyond one year will then be eligible for removal expenses.
6. Any member of staff who claims removal expenses and who leaves the University's employment within three years of their start date (except through redundancy or the expiry of a fixed term contract) will be required to repay the expenses, by deduction from final salary unless otherwise agreed, on the following scale:

first year of employment:	100%
second year of employment:	50%
third year of employment:	25%