

REMOVAL & RELOCATION GUIDANCE

The Removal & Relocation Policy is available when recruiting and redeploying existing employees within the Council. This guide details the expenses that can be claimed within the policy and includes links to the relevant forms.

When should this guidance be applied?

This guidance should be applied either when submitting a request to recruit to a vacancy, requesting a re-advertisement where this was not requested in the original submission or when submitting a change of circumstance request to redeploy existing employees to a significantly different location and where the following key factors have been considered:

When recruiting to a vacancy:

- Is the vacancy a hard to fill post?
- Is the vacancy in an area that is hard to recruit to?

When redeploying an existing employee:

- Does the employee live outwith a 30-mile radius of the location of the workplace? (In exceptional circumstances up to a 50 mile radius may be considered where the demands of the post can be supported.)
- Is the employee required to move within a 30-mile radius of the location of the new workplace? (In exceptional circumstances up to a 50 mile radius may be considered where the demands of the post can be supported.)

Expenses Covered

The following expenses may be claimed, up to the maximum qualifying limit of £8,000. Please see [Appendix A](#) for specific financial limitations for some expenses.

1. [Pre-employment Visits to View Property](#)

Reasonable costs incurred to visit the Perth and Kinross area prior to commencing employment, to seek and view prospective accommodation.

2. [Removal Expenses](#)

Reasonable costs incurred by the employee in the removal of furniture and household effects from old home to new, inclusive of VAT and insurance of goods in transit.

Where a contractor is carrying out the removal, the employee must obtain three competitive quotes, to be submitted along with the [Employee Claim Form](#) to Payrollandreward@pkc.gov.uk. An employee can engage a contractor of their choice, however, any reimbursement of costs will be based on the lowest removal quotation. Reimbursement may be made once the employee has submitted a receipt from the contractor along with the claim form and quotations, any difference in cost between the receipt and the lowest quotation must be met by the employee.

Alternatively, employees can carry out their own removal. In this case, any reimbursement made would be for the actual cost of self-drive and fuel, receipts must include the purchase of fuel.

When an employee is moving to other accommodation, reimbursement may be made for the cost of:

- The removal of furniture from the current home to temporary accommodation and/or storage
- From the temporary accommodation and/or storage to the new, permanent home, subject to financial limitations.

3. [Travel on Day of Removal](#)

Employees may be entitled to one day paid leave and the cost of travel (including partner/dependants, where appropriate) from old home to new on the day of removal.

Travel costs should be reasonable and will be reimbursed based on public transport for standard class rail, bus, economy air fare or the public transport equivalent rate where travelling by car upon submission of receipts.

4. [Legal Fees](#)

[Expenses incurred for sale and purchase will be reimbursed as follows:](#)

- Legal, House Agent, Home Report and Mortgage Redemption fees and necessary expenses incurred in the sale on the old home.
- Legal, Mortgage and Survey fees and necessary expenses incurred in the purchase of the new home, including any unsuccessful bona fide attempts to purchase.

5. [Rental Expenses](#)

When an employee moves into temporary accommodation to commence the new job, rental expenses may be reimbursed up to a maximum of 26 weeks, or until the employee moves into permanent accommodation, whichever is earlier. Please note this does not include any rental deposit as this will be reimbursed by the landlord when you vacate the premises.

Where an employee is in receipt of rental expenses and is temporarily separated from their partner/dependants (where appropriate), any reimbursement for travel between temporary accommodation and old home will be based on public transport for standard class rail, bus, economy air fare or the equivalent public transport rate where travelling by car.

6. [Commuting Allowances](#)

As an alternative to rental expenses, the cost of commuting from the old home to the workplace may be reimbursed.

This will be based on public transport for standard class rail, bus, economy air fare or the equivalent public transport rate where travelling by car for a maximum of 26 weeks.

7. [Storage Charges](#)

Consideration may be given to claims for reimbursement of storage charges up to a maximum period of 26 weeks. This includes insurance costs.

8. [Miscellaneous Payments](#)

Claims may be considered for reimbursement of necessary miscellaneous costs incurred for certain expenses connected with moving house such as curtains, carpets etc. Any reimbursement will be limited to £750 and examples of possible claims can be found in Appendix A.

Costs for bedding, soft furnishings, lighting or decoration will not be reimbursed. If employees are in any doubt as to what can be claimed, advice is available from payrollandreward@pkc.gov.uk.

Claim Forms

Manager - On receipt of approval via [MyPKC Staff Portal](#), the manager should ensure the [Service Authorisation Form](#) (Appendix B) is completed by the Strategic Lead or the appropriate manager/budget holder, ensuring that the ledger code is entered prior to submission. Prior to any claim being made, the Service Authorisation Form must be signed by an authorised signatory.

Employee – Complete the [Employee Agreement Form](#) (Appendix C) and an [Employee Claim Form](#) (Appendix D) should be submitted for each claim along with relevant receipts. The Service Authorisation Form and the Employee Agreement Form should be sent **together** to Payrollandreward@pkc.gov.uk, followed by the Employee Claim Form.

Appendix A

Summary of Expenses Covered by Scheme

Type of Expense	What can be Claimed	Limit to Claim
Pre-employment visits to view property	<ul style="list-style-type: none"> Employee and partner/dependants (where appropriate) travel expenses incurred in journeys to Perth and Kinross 	Reimbursement of all reasonable claims and subject to *travel rates below
Removal Expenses	<ul style="list-style-type: none"> Removal of furniture by contractor (3 quotes), or Removal of furniture by employee (self drive and fuel) Removal into and out of storage (when employee is in temporary accommodation) 	<p>Reimbursement of the lowest of the 3 quotes supplied</p> <p>Reimbursement of actual costs of self-drive and fuel subject to *travel rates below</p>
Travel on Day of Removal	<ul style="list-style-type: none"> Employee's (and dependants') travel on day of removal Employee entitled to one day paid leave on day of removal 	Reimbursement subject to *travel rates below
Legal Fees	<ul style="list-style-type: none"> Legal, estate agent, home report and mortgage redemption, survey fees and expenses for sale and purchase of employee's homes 	Reasonable claims within the maximum qualifying limit inclusive of VAT
Rental Expenses	<ul style="list-style-type: none"> Temporary accommodation in guest house or equivalent let of Council house or approved rented property when having issues selling old home Travel from temporary accommodation to old home when employee is separated from dependants 	<p>Reasonable claims for a period of up to 26 weeks</p> <p>Based on *travel rates below and for a maximum of 1 journey per</p>

		month up to the point of moving to permanent new home Does not include rental deposit
Commuting Allowances	<ul style="list-style-type: none"> Commuting expenses from old home to workplace 	Reasonable claims based on *travel rates below Maximum period of 26 weeks
Storage Charges	<ul style="list-style-type: none"> Storage and insurance costs 	Maximum period of 26 weeks
Miscellaneous Payments	<ul style="list-style-type: none"> Expenditure necessarily incurred on certain expenses connected to moving house i.e. curtains or blinds, carpets or floor coverings (not rugs), relaying carpets, telephone installation or reconnection, installation of electrical appliances 	Maximum claim of £750

* Based on public transport for standard class rail, bus, economy air fare or the equivalent public transport rate where travelling by car.

The total claim that will be reimbursed is the maximum qualifying limit inclusive of VAT.