

GSA Relocation Expenses Rules

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

To qualify for relocation allowance, the individual must:

- Currently reside more than 2 hours each way usual commuting time from the GSA
- Accept a contract with the School for a minimum period of 2 years
- Upon relocation reside within 50 miles of Greater Glasgow

The usual amounts payable are:

- £1000 for staff relocating from anywhere within the United Kingdom and geographical Europe
- £2000 for staff relocating from anywhere else in the world.

Receipts must be provided for all expenses and these must be produced within 6 months of the start of employment. The payment may be used for the following purposes to support the individual (and their immediate family) in relocating to Glasgow:

- Lodging/rental expenses for a maximum of 1 year
- Legal/agency fees associated with selling or purchasing a home
- Removal costs
- Travel to Glasgow for self or family prior to starting appointment

Relocation allowance is not available retrospectively.

Should a member of staff resign from the GSA within 2 years of their appointment, 100% any relocation allowance received must be paid back. This will be included in formal documentation offering relocation assistance.

Exceptionally staff relocating to the GSA on a fixed term appointment may receive relocation allowance, which does not need to be paid back. Prior approval must be sought from the Directorate in these circumstances.

Any other deviation from these rules must be market related and will be decided by the Directorate.

Claims process

If a new member of staff has been given prior written approval to access relocation funding, claims (with receipts etc) should be forward to the HR department. These claims will be met from the Recruitment Budget.