



**Regulations for relocation,
temporary accommodation, and
commuting allowances**



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PARAGRAPH 1 TERMINOLOGY DEFINITIONS

Article 1

Terminology definitions used in these regulations:

- a. *Supervisor*: the person who according to the university executive and management regulations is in charge of the management of a particular unit.
- b. *Unit*: a management unit in accordance with the university executive and management regulations.
- c. *Employee*: a person who is employed by the university.
- d. *Employee with main employment off-site*: employee who is employed off-site at the commencement of employment, and who will retain this post. The scope of the off-site post is greater than that of the UT post.
- e. *Partner*: the employee's husband/wife, or long-term cohabitation partner.
- f. *Place of work*: The place of work is the area within a 25 km radius of the location where the employee's main duties are carried out.
- g. *Temporary accommodation*: Temporary accommodation is when the employee retains his/her home in the place of residence, and temporarily stays in a guest house, lodgings, or similar temporary accommodation in the place of work.
- h. *University*: the University of Twente (UT)
- i. *Relocation*: Relocation is when the employee has registered in the municipality where he/she has moved to, and has either leased or purchased a home there.
- j. *Place of residence*: The municipality in which the employee is registered.

PARAGRAPH 2 SCOPE

Article 2

These regulations apply to all University employees who are appointed as per the date upon which they came into force, with the exception of student assistants and student supply staff (UT Flex-ers), and supply staff.

PARAGRAPH 3 RELOCATION EXPENSES

Article 3

1. An employee who lives outside the place of work on the work commencement date, and moves to the place of work within a period of two years, is eligible for a relocation allowance. This is upon condition that the distance between the new home and the work location decreases by at least 60%.
2. The allowance for relocation expenses is €3500,-
3. The sum cited in article 3 clause 2 is a net figure, provided that at the time of payment the fiscal regulations dictate that the UT may render it as net.
4. The relocation allowance is for travel and set up costs.
5. If two members of staff are partners, only one is entitled to request an allowance.
6. The allowance is only granted once.
7. The employee must apply for the reimbursement of relocation costs by using the designated web application, and within *six months* after the move has taken place.
8. If the claim is not submitted on time, i.e. later than six months after the move, the eligibility for reimbursement ceases to apply.
9. An employee who receives a reimbursement of relocation costs must register in the new municipality of residence. The employee receiving a relocation allowance must be able to produce a copy of the entry in the Municipal Personal Records Database (BRP) upon request.
10. An employee who relocates to the place of work from abroad will also be reimbursed for an economy or tourist class plane ticket for him/herself and his/her family. This will be for a single journey, unless a return journey costs either the same, or less.

Article 4

1. If within two years of relocating the employee resigns or is dismissed owing to circumstances for which he/she is responsible, the allowance outlined in article 3 must be paid back.
2. The sum of the allowance which is to be paid back will decrease by 1/24 for each month that the employee has been in service since the relocation.

PARAGRAPH 4 TEMPORARY ACCOMMODATION

Article 5

1. An employee who is appointed on a temporary basis, or who has an off-site post, and is unable to commute on a daily basis, due to the travel distance, i.e. travel time, is eligible for an allowance towards temporary accommodation costs. It is at the supervisor's discretion to determine whether this is reasonably the case.
2. An employee to whom the 30% reimbursement regulations are applied, is exempt from an allowance for temporary accommodation costs as outlined in article 5, clause 1.

3. The sum of the allowance is equal to the actual costs of the temporary accommodation, up to a maximum of € 300,- per month.
4. In the event that the UT is allowed to pay the allowance as a net sum, in line with the prevailing applicable fiscal conditions, it will be tax free for the first two years. After two years the sum cited in article 5 clause 3 will be taxed.
5. The allowance will be paid once receipts have been submitted.
6. The employee must submit the claim for the temporary accommodation allowance no later than *six months* after the date of the proof of payment, using the designated web application.
7. In the event of a late claim, i.e. after the six months have elapsed, eligibility for reimbursement will cease to exist.
8. In the event of relocation, the supervisor will reassess whether there are grounds for an allowance for temporary accommodation. (In the event of relocation to the place of work, this allowance will cease to exist).

Article 6

1. An employee who receives an allowance for temporary accommodation, is entitled to expense the travel costs to and from his/her place of residence once a week.
2. An employee who lives in the Netherlands will use the NS-Business Card, and travel second class.
3. An employee who lives abroad, and is therefore unable to use the NS-Business Card, will be reimbursed for public transport costs in second class.
4. An employee for whom the use of public transport is unsuitable, will receive a kilometre allowance at a rate of € 0.19 per kilometre. Unsuitable entails: if a single door to door journey by car becomes 45 minutes longer by public transport; this must be calculated using the ANWB route planner (fastest route).
5. The limit for the reimbursements referred to in article 6 clauses 3 and 4 is € 400,- per month.
6. The reimbursements referred to in article 6 clauses 3 and 4 must be claimed within six months, using the designated web application. If public transport is used to travel from abroad, the relevant travel receipts must be submitted.
7. In the event of a late claim, i.e. later than six months after the journey, eligibility for reimbursement will cease to exist.

PARAGRAPH 5 COMMUTING

Article 7

1. A temporary employee who resides outside the place of work is eligible for an allowance towards commuting costs.
2. An employee who resides in the Netherlands will use the NS-Business Card to commute, in second class.
3. If it is cost-effective, for example for certain routes, and/or for a certain number of travel days, an OV Season Ticket (ov-jaarabonnement) shall be purchased. To work out whether this would be cost-effective, the UT will use a chart issued by the NS (Dutch National Railway).
4. An employee who resides abroad, and is therefore unable to use the NS-Business Card, will receive an allowance for public transport costs, using second class.

5. An employee for whom the use of public transport is unsuitable, will receive a kilometre allowance of € 0.19 per kilometre. Unsuitable entails: if a single door to door journey by car becomes 45 minutes longer by public transport; this will be calculated using the ANWB route planner (fastest route).
6. The reimbursement referred to in article 7 clause 5 will be up to the cost of a journey by public transport, in second class.
7. The reimbursements referred to in article 7 clauses 4 and 5 must be claimed within six months, using the designated web application. If public transport is used, the relevant travel receipts must be submitted.
8. In the event of a late claim, i.e. later than six months after the journey, eligibility for reimbursement will cease to exist.
9. In the event of relocation closer to the university, the allowance will decrease in line with the new distance to the university. (If relocation to the place of work occurs, the eligibility for an allowance will cease to exist). In the event of relocation further away from the university, the allowance will not increase.

PARAGRAPH 6 FINAL PROVISIONS

Article 8

1. Agreements relating to an allowance for relocation, temporary accommodation and commuting expenses which prevailed on the date upon which this arrangement came into force, will be upheld until the termination date stipulated therein.
2. In the event that these regulations do not cover certain requirements, or become unreasonable, the Human Resources Director will take a decision on behalf of the Executive Board.
3. These regulations will come into force on 31 December 2019.

Chart with explanatory notes

Type of reimbursement			Type of employment	
Relocation costs		Potentially eligible for reimbursement in line with these regulations:	Yes	Yes
Temporary accommodation	Reimbursement of temporary accommodation costs	Potentially eligible for reimbursement in line with these regulations:	No (with the exception of an employee who is employed off-site)	Yes
	Reimbursement for a journey to the place of residence once a week	Potentially eligible for reimbursement in line with these regulations:	No (with the exception of an employee who is employed off-site)	Yes
Commuting		Potentially eligible for reimbursement in line with these regulations:	No	Yes