

Commuting and Relocation
Allowance Regulations UM
Laid down by the Executive Board: 08-12-2014
Takes effect on: 1 January 2015

Commuting and Relocation Allowance Regulations Maastricht University

This is a translation of the document 'Regeling tegemoetkoming woon-werkverkeer en kosten verhuizing UM' approved and adopted by the Maastricht University Executive Board. In case of a difference of interpretation, this translation cannot be used for legal purpose and the Dutch text of this regulation will be binding.

1 General provisions

Article 1

1. This scheme provides allowances for expenses related to:
 - a. relocation required by the Executive Board;
 - b. travel home at weekends;
 - c. alternative accommodation at or near the work location;
 - d. costs for commuting travel.
2. If a claim for reimbursement of expenses referred to in paragraph 1 has - been lodged for any other reason, this scheme provides for reimbursement up to the amount by which this claim exceeds the first claim.

Article 2

1. The following definitions apply to this scheme:
 - a. person concerned: the person who has taken up an appointment with Maastricht University;
 - b. place of residence: the municipality or designated part of the municipality in which the person concerned resides at the moment of commencing employment or at the moment of being instructed to relocate;
 - c. address of designated place of work: the building, building complex or site where the person concerned generally carries out work duties (so deemed by the Executive Board);
 - d. work location area: the area within a travel distance of forty kilometers from the address of the designated place of work (ANWB route planner; shortest route);
 - e. partner: the spouse or registered partner of the person concerned with whom s/he has a legally binding mutual maintenance obligation and with whom s/he permanently cohabits;
 - f. family members: the partner of the person concerned and the children, stepchildren and foster children of either or both, insofar as they cohabit;
 - g. maintain own household: reside independently (to be assessed by the Executive Board);
 - h. relocation: the removal of the household from one place to another (to be assessed by the Executive Board);
 - i. scheme: Commuting and Relocation Allowance Regulations;
 - j. home address: the permanent or temporary place of residence of the person concerned;

2 Instruction to relocate

Article 3

1. The Executive Board may instruct the person concerned to relocate if s/he lives outside the work location area.¹
2. Unless otherwise decided by the Executive Board, the person required to relocate should have moved into the (part of the) work location area (indicated by the Executive Board²) within one year of being instructed to do so, or within one year of the commencement of employment if instructed to do so.
3. The Executive Board may withdraw an instruction to relocate at the request of the person concerned, if s/he submits a motivated request in writing.
4. The Executive Board may withdraw an instruction to relocate due to changed facts or circumstances, or because changed insights are against maintaining the instruction.
5. The Executive Board will not instruct any person already residing in the work location area to relocate unless it deems this essential to university interests. In such cases, the Executive Board will indicate the part of the work location area in which the person concerned should settle.

3 Relocation expenses

Article 4

1. The Executive Board will reimburse the relocation expenses incurred by the person concerned who is instructed to relocate pursuant to Article 5 of this scheme if the employee concerned relocates to within the work location area and s/he comes to live over half of the travel distance closer to the designated place of work.
2. If the person concerned relocates after being employed by the university but resigns within one year of the relocation, or is dismissed for reasons or circumstances of his/her own doing within one year of the relocation, the relocation expenses must be repaid to the Executive Board in full.
3. Before the Executive Board decides to reimburse relocation expenses, the person concerned should declare in writing:
 - a. that s/he is aware of the obligation to repay the costs as referred to in the previous paragraph; and
 - b. that neither s/he nor any other family member has received a relocation allowance regarding this relocation from any other source, or has any claims thereto. If the person has received a payment as aforesaid, it will be deducted from the allowance to be provided by the UM.

¹ In principle, employees with fixed-term appointments for less than two years are not instructed to relocate

² In principle, the instruction to relocate to a particular part of the work location area can only be given to parties concerned who need to live close to their workplace to satisfactorily do their job.

4. The household removal should in principle be carried out by the contract partner/removal company designated by UM.
5. The entitlement to an allowance no longer applies if the relocation does not take place within the period stipulated in Article 3, paragraph 2.

Article 5

1. If the person concerned maintains his/her own household, the maximum relocation allowance³ issued by the Executive Board consists of a sum⁴ for
 - a. transport costs (incl. luggage and household effects) of the person concerned and family members to the new house, including the transport of luggage and household effects;
 - b. packing and unpacking of household effects;
 - c. storage of household effects⁵;
 - d. alternative housing expenses.
2. If the person concerned maintains his/her own household on the day s/he is instructed to relocate, costs other than those referred to in paragraph 1 may be reimbursed. This reimbursement shall amount to €7445, irrespective of the part-time factor.
3. If the person concerned does not maintain his/her own household (in accordance with Article 2, paragraph 1 opening words and under h, on the day s/he is instructed to relocate, s/he will be granted a relocation allowance as referred to in Article 5, paragraph 1 under a, and a one-off payment of other expenses totalling €500.
4. If the relocation involves a family in which several members are concerned parties individually instructed to relocate, relocation expenses will only be reimbursed once.

4 Alternative accommodation allowance

Article 6

1. If the Executive Board deems it impossible for the person concerned who has not yet relocated to commute daily from home to work, s/he is entitled to an allowance for alternative accommodation in the work location area, unless accommodation is provided by Maastricht University.
2. The amount of this allowance is no more than €650 per month and can never exceed the expenses actually incurred, according to documents submitted proving this. The allowance is granted for a maximum of one year.
3. If the person concerned has been instructed to relocate and the Executive Board

³ The allowance is determined on the basis of the criteria set out in Appendix A

⁴ Employees who make use of the 30% scheme may also be granted a relocation allowance, though this will not cover costs incurred as a result of alternative accommodation as referred to in Article 5, paragraph 1 opening words and under d.

⁵ In accordance with Appendix A, Article 2, opening words and under d, costs for the storage of household effects will only be reimbursed after express approval by the Executive Board.

deems that s/he has not done everything which could be reasonably expected to relocate as soon as possible, s/he will no longer be eligible for the allowance referred to in this article.

4. The allowance referred to in paragraph 1 is only granted at the request of the person concerned. This request should be submitted using the form provided by the Executive Board accompanied by the required documents.
5. The person concerned is eligible for the allowance as of the date on which s/he requested it, on the understanding that this never precedes the employment commencement date.

Article 7

1. Parties concerned who are entitled to an alternative accommodation allowance as referred to in Article 6 are also entitled to a travel allowance for weekend visits home. On the understanding that this allowance covers but never exceeds the costs of the cheapest form of public transport for one outward journey and one return journey from the alternative accommodation to the home address:
 - a. if the distance between the place of residence and the work location does not exceed 400 kilometers, a travel allowance is granted at most once a week;
 - b. if the distance between the place of residence and the work location is between 400 and 1000 kilometers, a travel allowance is granted at most once a month;
 - c. if the distance between the place of residence and the work location exceeds 1000 kilometers, an individual agreement about a possible allowance will be reached.
2. The person concerned claiming an alternative accommodation allowance as referred to in this chapter may also claim a travel allowance as referred to in Article 9 between the alternative accommodation and the work address.

5 Commuting travel allowance

Article 8

This scheme entitles Maastricht University employees to a commuting travel allowance in accordance with the stipulations in this article. The allowance is determined as follows:

1. Employees who live within 10 kilometers (the most usual route according to the ANWB route planner) of the designated place of work will not receive a contribution towards commuting expenses;
2. Employees who live further than 10 kilometers from the designated place of work and who use Public Transport to commute will be reimbursed these expenses in full on the basis of a standard class travel pass being used;
3. Employees who use their own means of transport to commute will receive a travel allowance for commuting on the basis of Appendix B.

Irrespective of the above provisions, employees residing within 10 kilometers of their

workplace are not entitled to a commuting travel allowance.

Employees who use public transport to commute shall not be entitled to a parking space during this period. Employees who use public transport claim the costs incurred by them afterwards or make use of the ticket provided by UM in compliance with the prescribed terms of use.

For part-time employees who do not use public transport, the commuting travel allowance is as many fifths as the number of days that they travel on average per week multiplied by the sum they would be entitled to if they worked five days a week. For part-time employees who use public transport to commute, the cheapest mode of travel will be reimbursed.

During pregnancy, maternity and parental leave⁶, after 30 days of illness, or during life-cycle and sabbatical leave, the person concerned is not eligible for a commuting travel allowance.

Article 9

Employees can choose their preferred means of transport to cover the distance between the home and the work address. Any choice made is valid for one calendar year and can be annually extended by a year, barring written changes in the interim⁷. If an employee relocates within the calendar year, the above choice may be revised.

7 final provisions

Article 10

1. The person concerned must immediately notify the Executive Board of any changes that might affect his/her entitlement to or the amount of the allowance.
2. Any reimbursement based on incorrect or incomplete information must be repaid by the person concerned.

Article 11

The Executive Board may deviate from this scheme in individual cases for which it deems that this scheme does not reasonably provide.

Article 12

The allowances/reimbursements based on this scheme never exceed the amounts that may be paid tax free in accordance with fiscal legislation. In the event that this scheme should conflict with (future) fiscal regulations, the latter always takes precedence.

⁶ The person concerned is entitled to a commuting travel allowance only for the days on which s/he actually travels between the place of residence and place of work

⁷ Changes can be made in November and within two months of commencing employment

Article 13

On 1 January 2015 the present scheme will supersede the UM Relocation and Travel Expenses Scheme 2009 adopted by the Executive Board on 1 June 2011.

Article 14

This scheme can be referred to as 'Commuting and Relocation Allowance Regulations UM'.

APPENDICES

APPENDIX A

I. transport and removal costs

as referred to in Article 5

If a (prospective) employee is instructed to relocate as referred to in Article 3, the resulting costs will be reimbursed as follows.

1. Pursuant to Article 5, paragraph 1 sub a, b and c, the Executive Board will reimburse the costs of transporting the luggage and household effects of the person concerned and his/her family members from the old house to the new house.
2. If the person concerned uses the contract partners appointed by UM, the costs under paragraph 1 are reimbursed by the Executive Board as follows:
 - a. The amount charged to the Executive Board for the costs of:
 - i. packing luggage and household effects in the old house;
 - ii. transport between the old house and the new house, including costs related to transnational transport;
 - iii. unpacking luggage and household effects in the new house.
 - b. The costs referred to under paragraph 2, sub a, are only reimbursed for the following cubic meters:
 - * basic number of cubic meters: 35 m³
 - * supplement per relocating family member (person concerned, partner, children): 5 m³
 - c. The costs referred to under paragraph 2, sub a, are not reimbursed in the case of collection(s) and/or art objects.
 - d. Costs of temporary storage of household effects are only reimbursed with the express permission of the Executive Board.
3. If a relocation exceeds the maximum number of cubic meters referred to under paragraph 2, sub b, the additional part will not be eligible for an allowance and will be invoiced directly to the person concerned.
4. If the relocation is carried out by a contract partner other than the one referred to in Article 4, paragraph 4, the Executive Board will not reimburse more than the chosen contract partner would have charged.
5. If a relocation is carried out individually by the person concerned, s/he will be reimbursed on request and after submitting an invoice for:
 - a. rented transportation;
 - b. an allowance on the basis of Appendix A under I of the Expense Claim Regulations for the number of kilometers that the person concerned travels in transporting the luggage and household effects from the old to the new house.
6. Reimbursement of the relocation costs for persons required to relocate from abroad:
 - a. includes a sum to cover levies for importing luggage and household effects;
 - b. is paid on condition that the person concerned submits documents proving these costs.

APPENDIX B

commuting travel expenses allowance

Further provisions for the reimbursement of commuting travel expenses, as referred to in Article 8 when public transport is not used.

- I None, if the distance between home and work address is no more than 10 kilometers.
- II €26 per month, if the one-way distance between home and work address is at least 10.1 kilometres and no more than 12.0 kilometers.
- III €33 per month, if the one-way distance between home and work address is at least 12.1 kilometers and no more than 16.0 kilometers.
- IV €45 per month, if the one-way distance between home and work address is at least 16.1 kilometers and no more than 20.0 kilometers.
- V €49 per month, if the one-way distance between home and work address is at least 20.1 kilometers and no more than 24.0 kilometers.
- VI €54 per month, if the one-way distance between home and work address is at least 24.1 kilometers.

Distances are determined on the basis of the ANWB route planner (most usual route)

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