

Other Declaration Guidelines

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



Other Declaration Guidelines

Regulation for overtime remuneration and meals in the event of overtime

See Article 3.27 (Collective Labor Agreement) for the overtime remuneration.

Meal in the event of overtime

The provisions of the Meal Remuneration Resolution apply to the overtime when an employee's daily work hours on the day on which overtime must be performed are extended by at least two hours of overtime and, in the opinion of the competent authority, business interests do not permit that the employee consumes his or her meal at the regular time and at the employee's usual place. The remuneration is not salary subject to wage tax and social security contributions and is paid by DFEZ on a reimbursement basis after the submission of supporting evidence and following the approval of the budget holder.

The meal remuneration is independent of the overtime remuneration. Those individuals who are not eligible for overtime remuneration due to their salary scale (see above 1), may be eligible for the meal remuneration.

Professional literature

Professional literature is eligible for remuneration if it concerns a function-related expense (see Article 3.21 Collective Labor Agreement). Professional literature must be ordered via the TU/e ordering procedure. If this is not possible, professional literature can be ordered on a declaration basis. These costs must be submitted to the competent authority in advance for assessment.

Memberships

Registration costs for the professional register and membership of a professional association are eligible for remuneration if these costs are function-related, i.e. reasonably necessary for proper fulfillment of the current employment (see Article 3.22 Collective Labor Agreement). Starting in 2016, career-related enrollment costs and memberships can be exchanged for tax purposes via the Employment Conditions Selection Model (KAV).

These costs must be submitted to the competent authority in advance for assessment.

Dissertations

PhD students can receive a maximum reimbursement of € 1,500, including VAT, for costs associated with making copies of the thesis available to TU/e (see Article 3.22 Collective Labor Agreement). These costs must be submitted to the competent authority in advance for assessment.

Telephone and internet subscriptions

TU/e has no remunerations for telephone and internet subscriptions.

Communication tools and computer equipment

There are no remunerations for communication tools and computer equipment at TU/e. If a phone or iPad is necessary for the execution of the work of the employee, these communication tools are made available by the TU/e.

Intermediary costs

Remunerations for intermediary costs are remunerations for amounts that the employee has advanced on behalf of and for the account of TU/e. These amounts are reimbursed to the employee with due observance of the other paragraphs in the [Declaration Guidelines for TU/e employees](#) on TU/e intranet.

This information has been updated on November 1, 2021.