



Regulations Concerning Reimbursement for Relocation and Accommodation Expenses

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



Regulations Concerning Reimbursement for Relocation and Accommodation Expenses

Fulfilling art. 3.20 cao-NU –2023-2024

Article 1

1. The definitions of the following terms apply to these regulations:
 - a. *Management entity: An entity of the university as designated by the Executive Board or an external organization connected to the university and managed separately*
 - b. *Managing director: The authority who manage a management entity;*
 - c. *Employee: person employed by Eindhoven University of Technology (TU/e);*
2. The stipulations of these regulations do not apply to student assistants.

Article 2 **Obligation to relocate**

1. An employee is not obliged to relocate unless an obligation to relocate is agreed upon in writing. A requirement to relocate can only be agreed upon in writing if this is in the interests of employment.
2. An employee who has agreed to a requirement to relocate must have moved to a place of residence within a radius of 10 km from TU/e within the period of one year following the obligation to relocate.
3. This period may be extended by no more than one year.

Article 3 **Entitlement to reimbursement of relocation expenses, tax-free**

1. An employee with whom a relocation obligation has been agreed upon is entitled to a reimbursement of relocation expenses if he actually relocates within the relocation period.
 *Other employees who live outside a circle with a radius of 25 km from TU/e, who relocate within two years of the date of appointment, or within one year of the date of appointment where this concerns a temporary appointment of at least two years, to within a radius of no more than 10 km from TU/e, are entitled to a tax-free reimbursement for relocation expenses. The number of kilometers will be determined by the aforementioned route planner.
2. Relocation expenses will be reimbursed only once.

Article 4 **Specification of reimbursement of relocation expenses**

1. Reimbursement of relocation expenses comprises transport and refurbishment, up to a maximum of € 2268.90 for PhD students/EngD trainees and € 4537.80 for other employees. With due observance of the maximum limits, relocation and refurbishment expenses will be reimbursed as follows:
 - a. *Relocation (costs for moving home contents) will be reimbursed after presentation of the original invoices.*
 - b. *For all other costs (refurbishing, travel for employee and family within the Netherlands and any double rent) reimbursement will be limited to € 1542.85 for PhD students/EngD trainees and € 2722.68 for other employees. Invoices do not need to be presented for these other costs.*
 - c. *In addition, entry costs to the Netherlands to reasonable extend (for instance no return tickets, no open tickets and no business class tickets) for an employee, and family if applicable, coming from abroad moving to the Netherlands will be reimbursed upon presentation of original documents (such as tickets) or declaration based on kilometers (€ 0.23 per km tax-free).*
2. Employees who are partners and are entitled to a reimbursement of relocation expenses will each receive 50% of the reimbursement.

Article 5 Application and payment

Within two months of relocating, the employee must apply for reimbursement of relocation expenses via TU/e InSite.

Article 6

Repayment of reimbursement for relocation expenses:

1. An employee who receives reimbursement for relocation expenses and within a year of relocating decides to leave TU/e or is made redundant as a result of his or her own actions or circumstances at TU/e must repay a proportional amount of this reimbursement.
2. The amount repayable is reduced by one-twelfth of the reimbursement amount for each month that the employee has been employed since the date he or she relocated.
3. Where clause 1 of this article is applicable, a repayment arrangement will be made with that employee.

Article 7 Reimbursement of overnight accommodation expenses

1. Employees who, given the distance from their home to TU/e, need to stay overnight in or nearby Eindhoven, are entitled to a maximum of € 490 per month (for up to 2 years tax-free) for the actual costs incurred.
2. The following categories of employees are entitled to the reimbursement of overnight accommodation expenses:
 - a. *Employees who have agreed in written to a requirement to relocate and who have not yet relocated within the applicable relocation period;*
 - b. *Part-time employees who have a main job elsewhere and due to their work at TU/e need to stay overnight in or nearby Eindhoven.*
3. Trainees and internees who, given the distance from their home to TU/e, need to stay overnight in or nearby Eindhoven, are entitled to a reimbursement of € 57 per month.

Article 8 Application for reimbursement for overnight accommodation expenses

The employee can apply for reimbursement of overnight accommodation expenses via TU/e InSite.

Article 9 Effective date

The effective date of these regulations is January 1, 2020. The regulations are updated as of January 1, 2024.

Introduction in accordance with the IGO consultation agreement dated February 10, 2020.

The Executive Board is of the opinion that in the event of there being good grounds for doing so, a managing director of an academic or service department may be authorized to award compensation that does not conform to the regulations with the proviso that the following restrictions are adhered to:

1. Non-conformal compensation will only be awarded as an exception;
2. Compensation that does not conform to the regulations may not exceed the costs actually incurred for relocation, home-work commuting and pension;
3. Agreements made with an employee concerning the award of compensation that does not conform to the regulations must be justified in writing and presented to the employee and the person responsible for implementing the regulations, namely the Managing Director HRM
4. Non-conformal compensation will always be awarded for a fixed period and no longer than one year;
5. After the end of the period the non-conformal compensation will be reviewed to determine whether it will be continued, amended or withdrawn;
6. The non-conformal agreements of the regulations must be presented in writing to HR services of the department or service unit.