

Utrecht University commuting/bicycle scheme

1. This scheme allows employees to come to agreements regarding the reimbursement of expenses for the purchase and use of a bicycle or e-bike for commuting purposes, within the context of the Individual Terms of Employment Scheme (Chapter 5 of the CAO NU).
2. The expense allowance for bicycles can only be agreed upon if no tax-free reimbursement was provided for the purchase of a bicycle in the current calendar year and two preceding calendar years.
3. The expense allowance may be provided for the purchase of a bicycle or e-bike, accessories and insurance, collectively amounting to a total of up to € 1,500.
4. Employees must submit an original invoice plus payment receipt listing their name when concluding the agreement on the allowance.
5. In return, employees will offer hours of leave, holiday allowance (gross), year-end allowance (gross), salary or bonus (gross). If the expense allowance is traded for future sources, this allowance will be paid as one lump sum when the sources are allocated.
6. If employees allocate salary (gross) in exchange, the amount may be spread across at least 3 and up to 36 months from the time the amount is used. The amount will be considered an interest-free loan. If the amount has not been fully settled after 36 months, the remaining amount will be settled with the employee's net salary.
7. The agreements made must be recorded in the Individual Terms of Employment Scheme Application form. If employees allocate hours of leave, the application form must also be signed by the mandatory and submitted to the employee's own HR department.

These regulations, as amended in consultation with the University Labour Representation Board on 4 December 2019, shall come into force on 31 December 2019 and will replace the previous regulations.