Regulations governing Reimbursement of expenses for relocation
Utrecht University

Please see Article 3.20 (1a) of the Collective Labour Agreement for Dutch Universities (CAO NU)

Section 1: A relocation obligation will only be imposed if the mandatary considers this to be necessary due to the nature of the position or due to special circumstances. The requirements that the employee must meet will be laid down in writing.

Section 2: The expense allowance shall only be paid if the relocation takes place within two years after the start of employment.

Section 3: The expense allowance shall only be paid if the employee subject to the relocation obligation is relocating from outside a radius of 25 km to within a radius of 10 km of the place of work.

Section 4: An employee subject to a relocation obligation shall be entitled to reimbursement of the actual costs of double housing expenses up to a maximum of € 272 per month for a period of up to three months. These costs may consist of rent paid, mortgage interest paid or pension costs.

Section 5: If an employee subject to a relocation obligation complies with the relocation obligation, he or she will be entitled to reimbursement of the actual costs of the relocation of the household up to the costs of relocation by a recognised removal company. The employee may manage the relocation himself or herself.

Section 6: The mandatary shall grant the employee subject to a relocation obligation an additional expense allowance for the other costs, including furnishing costs, if the employee has met the requirements agreed upon. This expense allowance shall not exceed the maximum fiscal amount allowed per year.

Section 7: The mandatary may agree upon relocation reimbursement for employees not subject to a relocation obligation under certain conditions.

Section 8: The additional expense allowance and any requirements will be laid down in writing in advance.

Section 9: The mandatary may deviate from these in a positive sense in cases for which, in their opinion, the regulations do not (reasonably) provide.

These regulations, as amended in consultation with the University Labour Representation Board on 04 October 2019, shall come into force on 31 December 2019 and will replace the previous regulations.