

<b>Name of Policy</b>	Travel and Relocation Expenses Policy
<b>Description of Policy</b>	This policy covers the provision of Travel and Relocation Expenses in association with being appointed to a campus of Australian Catholic University
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit, etc</i> )
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Policy status</b>	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

<b>Approval authority</b>	Vice-Chancellor and President
<b>Governing authority</b>	Chief Operating Officer
<b>Responsible officer</b>	Director, Human Resources

<b>Approval date</b>	1 August 2009
<b>Effective date</b>	1 August 2009
<b>Approval date of last revision</b>	22 June 2018
<b>Effective date of last revision</b>	22 June 2018
<b>Date of policy review*</b>	January 2019

*\*unless otherwise indicated, this policy will still apply beyond the review date*

<b>Related legislation, policies, procedures, guidelines and local protocols</b>	<a href="#">Recruitment and Selection Policy</a> <a href="#">Appointment of Overseas Staff Policy</a> <a href="#">ACU Procurement Policy</a> Delegations of Authority Policy & Register
--	--

## Contents

1. Background Information.....	2
2. Policy Purpose .....	2
3. Application of Policy.....	2
4. Policy Review .....	4
5. Further Assistance.....	4
6. Definitions .....	5
7. Agreement.....	6
Travel and Relocation Expenses Agreement .....	6

### 1. Background

One of the University's key stated priorities is to recruit outstanding staff who can contribute to the Mission of the University and the achievement of its strategic goals. In order to facilitate the achievement of this priority, the University may provide reimbursement of travel expenses and payment of a relocation allowance for staff who have to relocate from their primary residence as a result of being appointed to a campus of Australian Catholic University.

### 2. Policy Purpose

The purpose of this policy is to clarify the circumstances under which travel expenses are reimbursed and relocation allowances are payable in the context of appointment as a staff member of Australian Catholic University.

### 3. Application of Policy

This policy applies to staff members, other than casual staff members, who have to relocate from their primary residence as a result of being appointed to a campus of Australian Catholic University. The minimum appointment period is three years and the distance involved in the relocation must be in excess of 100 kilometres.

This policy shall not apply where an existing staff member, at their own request and outside of the normal recruitment and selection process, is transferred to another campus of the University.

Normally pro rata travel expenses and relocation allowance may be payable to fixed term appointees to positions of less than three years' duration, subject to approval in accordance with the relevant University

Delegations, and upon confirmation by Human Resources.

Additional financial assistance in excess of the standard amounts may be payable if approved in accordance with the relevant University Delegations, and upon confirmation by Human Resources.

Travel expenses and relocation allowances paid under this policy will be charged to the organisational area in which the staff member is employed.

### 3.1. APPROVALS

The approval to access and to receive reimbursement of travel and relocation expenses must be approved in accordance with Delegations of Authority Policy and Register and the terms of which will be included in the:

- Offer of employment; or
- Letter of internal transfer/secondment, where applicable.

### 3.2 TRAVEL EXPENSES

The University may reimburse actual travel expenses for the appointee and dependants up to the equivalent of one way economy airfares over the most reasonably direct route to the appropriate campus. Travel may be made by any alternative method, class or route, but expenses incurred in excess of economy class airfare(s) by the most direct route will be the responsibility of the appointee. For appointees and dependants who elect to travel by a method of transport other than by air, actual reasonable expenses, for example petrol, meals, accommodation, will be reimbursed, providing they do not exceed the economy class air fare(s) which would have applied had economy class air travel been chosen.

### 3.3 RELOCATION ALLOWANCE

The relocation allowance is intended to contribute to the cost of packing, transporting and insuring personal belongings and tools of trade from the appointee's primary residence, as well as the cost of temporary accommodation and the cost of leasing furniture for temporary accommodation.

For staff relocating from overseas, the University will contribute up to a maximum of AUD\$6000, exclusive of GST, for actual expenses incurred in relocating the staff member, plus AUD\$600, exclusive of GST, for each dependant.

For staff relocating from within Australia, the University will contribute up to a maximum of AUD\$3,500, exclusive of GST, for actual expenses incurred in relocating the staff member, plus AUD\$350, exclusive of GST, for each dependant.

The relocation allowance will be reviewed annually in line with the Consumer Price Index.

Prior to taking up appointment at the University, the appointee will be required to submit two quotations for removal of personal effects to the nominated supervisor. Normally the lower of the two quotations will be recommended for approval in line with the relevant University Delegations, confirmed by Human Resources and notified in writing to the staff member by the nominated supervisor. Justification will need to be submitted to, and approved by Human Resources in advance for the

lowest quote not to be chosen. Such approval is subject to the staff member signing the Travel and Relocation Expenses Agreement and returning it to the nominated supervisor and Human Resources.

Following relocation, the appointee may seek reimbursement on commencing employment at the University.

### 3.4 OBLIGATION TO REPAY

Prior to reimbursement of any travel expenses and relocation allowances, the staff member must enter into a written agreement to repay any amounts received under this policy if the staff member voluntarily terminates his or her employment with the University during the first three years of service. The amounts to be repaid will be pro rata of the original amounts paid, based on the period by which the staff member's employment falls short of three years. Any repayment under this policy will be deducted from amounts payable to the staff member on termination of employment with the University or, if this is not possible, will be dealt with as an overpayment.

Any waiver of this obligation must be approved by the Chief Operating Officer.

### 3.5 REIMBURSEMENT PROCESS

On commencing employment, the appointee should present original receipts to the approving officer for reimbursement. On approval, Finance will process as a direct credit to the appointee up to the amount of the actual expenses incurred within the prescribed limits. The nominated supervisor shall forward a copy of the agreement, approval and receipts for travel and relocation expenses for inclusion on the staff member's personal file.

## 4. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
22 June 2018	Editorial	Changes in line with reimbursement procedure, incorporation of new ACU policy template and Service Central link for further assistance.

The University will develop a process for reviewing the effectiveness of this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any

staff member wishing to suggest improvements to this policy may forward their suggestions to Human Resources.

## 5. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit **Service Central**.

## 6. Definitions

**Dependent:** Means the spouse or de facto spouse of the appointee and any child under the age of sixteen years, or twenty one years if a full-time student at a secondary or tertiary institution.

## 7. Agreement

### **Travel and Relocation Expenses Agreement**

**By signing this Agreement I acknowledge the following:**

1. I have read the ACU Travel and Relocation Expenses Policy.
2. I have made an application for reimbursement under the ACU Travel and Relocation Expenses Policy.

3. I agree that any travel expenses and relocation allowance which I receive under the terms of my appointment will be repayable by me if I voluntarily terminate my employment with the University during the first three (3) years of service with the University, or such lesser period of employment for which travel expenses and a relocation allowance has been paid.
- 

**Signed:**

(Staff member):      Date: / /

Name (please print):

Witness (please print):

Signature of witness: