

10.09 Travel and Removal Assistance Policy

Overview

Travel and removal expenses will be met for all positions that have been advertised in the national/international press. Positions advertised only in local newspapers are not eligible for removal allowance. Positions advertised on the University's Home Page will not necessarily attract travel and removal assistance. The assistance specified below will normally be made available to appointees who must relocate their dwelling in order to take up an appointment with the University for a period of at least two years, subject to the following conditions:

Policy

- 10.09.01** Appointments of at least one, but less than two, year's duration attract the travel assistance specified below and removal assistance pro-rata to assistance at two years (e.g. a one year appointment attracts 50% of the assistance specified below).
- 10.09.02** Fractional appointments of at least half-time attract the travel assistance specified below and the removal assistance specified below.
- 10.09.03** Appointments against outside funds will only attract the specified assistance if the granting body makes funds available for this purpose.
- 10.09.04** Appointments for less than one year and/or on a less than half-time basis will not attract travel or removal assistance.

Travel

- 10.09.05** The Division/School/College will meet the cost of economy class airfares by the shortest route for the appointee, partner and accompanying children/dependants.
- 10.09.06** An appointee wishing to use their own vehicle or other transport should consult Personnel Services before commencing the journey. Reimbursement will be as determined by the University.

Removal of Furniture and Personal Effects

- 10.09.07** Appointees are responsible for making all arrangements with a recognised removalist of their choice. The allowance specified below will be reimbursed to the appointee against documented expenditure (including invoices) or, at the appointee's request, the University will guarantee payment of the account to the extent of the removal allowance. Appointees are expected to secure at least three quotes.
- 10.09.08** The University will accept only one claim for removal assistance except in special cases at the discretion of the Head of Division/School/College as appropriate. Should it be desired to move household or personal effects in more than one shipment,

reimbursement arrangements should first be discussed with the relevant Personnel Officer.

10.09.09 Assistance for reasonable costs incurred for packing and transportation will normally be as listed below. The appointee is to provide three quotes for removal expenses to a maximum as noted below. This University will meet the lowest of the three quotes.

10.09.10 Domestic Removal (within Australia)

Appointee	Volume
Single person	20 m ³
Single person with dependants	20 m ³ plus 5 m ³ for each dependant, to a maximum of 40 m ³
Couple	30 m ³
Couple with dependants	30 m ³ plus 5 m ³ for each dependant, to a maximum of 50 m ³

10.09.11 Overseas appointees

Appointee	Volume
Single person	10 m ³
Two (2) or more people	Maximum of one (1) 20 foot steel shipping container (28 m ³ to 30 m ³)

Additional expenses

10.09.12 The appointee must meet any of the following additional expenses that the staff member may incur:

- Relocation of pets and/or livestock
- Storage costs
- Any associated insurance costs whilst in storage
- Redelivery costs
- Car rental costs.

Insurance

10.09.13 The University will provide insurance cover for an appointee's furniture and personal effects removed to a maximum of \$80,000. Such insurance cover is subject to the appointee complying with the relevant University procedures.

- 10.09.14** It should be noted that the University's Insurance Policy has a \$500.00 excess attached to it. This means that the University is unable to cover any loss under \$500.00. Also, any claim in excess of \$500.00 will be reduced by this amount. Further information can be obtained from the University's Insurance Officer.

Resignation under two years

- 10.09.15** Should an appointee with a term of at least two years resign within two years of commencement, they will be liable to the University for the whole of the travel and removal assistance or such part thereof as the University may determine. As a condition of appointment a member of staff irrevocably authorises and directs the University to deduct any such amount determined by the University to be due by the appointee from any salary and other money owing by the University to them.
- 10.09.16** Staff appointed for less than two years who resign before the completion of their term of employment will be liable to refund any travel and/or removal assistance in the same way as specified above.

Unsuccessful probation period – General Staff

- 10.09.17** In the event that a General Staff appointee's employment is not confirmed due to an unsuccessful probation period they will be liable to the University for the whole of the travel and removal assistance or such part thereof as the University may determine.

Unsuccessful probation period – Academic Staff

- 10.09.18** In the event that an Academic Staff appointee's employment is not confirmed due to an unsuccessful mandatory probation period they will be liable to the University for the whole of the travel and removal assistance or such part thereof as the University may determine.

Further Information

For details of appropriate *Establishment and Recruitment* staff for advice on policy and procedural matters see, Human Resource Services, Staff List at: http://www.une.edu.au/hrs/handbook1/01_introduction/01.06C.pdf

Advice on insurance matters can be obtained from the Insurance Officer on ext 3495.

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