If a successful applicant is required to relocate, they may be eligible for reimbursement to an agreed value of expenses incurred. The Chancellor, Vice-Chancellor, Deputy Vice-Chancellor, and Chief Financial Officer has a discretion to approve reimbursement of reasonable relocation. Reimbursement for travel, relocation/onboarding must not exceed the maximum amounts listed and reimbursement is coordinated by the relevant School/Directorate/Portfolio.

Relocation reimbursement detail will be included in the successful applicant’s employment contract and a Reimbursement of Relocation Expenses agreement will need to be signed.

**Relocation allowance for International appointees**

To be eligible for an overseas reimbursement, appointees must meet the following criteria:

* a continuing or fixed-term academic appointment (Level C and above) of three or more years;
* a continuing or fixed-term general staff appointment (HEW 10) of three or more years; or
* a continuing or fixed-term senior performance-based appointment of three or more years.

Any allowance provided is a contribution toward the total cost of removal and may not necessarily cover all direct or indirect costs. If costs are less than the allowance supplied, the balance is not regarded as a credit to the appointee.

In addition to the reimbursement of relocation expenses, appointees will be eligible for reimbursement for the cost of a one-way economy class airfare for the appointee, their partner and/or any dependent/s. Partner and/or dependant/s of the appointee who do not accompany and travel with the appointee, will retain the entitlement to air travel (equivalent to a one-way economy airfare) for up to six months from the date of the appointee’s travel. In these circumstances, the appointee will pay upfront and apply for a reimbursement.

For a reimbursement to be approved:

1. travel must be by the most economical and direct route;
2. reimbursements involving conversion from foreign currency will be calculated at the exchange rate applicable to the date on which the expense/s incurred;
3. a reimbursement claim for the use of a removal broker or contractor must be supported by three quotations and receipts for payment and submitted within six months of commencement of duty; and
4. where an overseas appointee is unable to meet the full cost of removal expenses upfront, the University may, upon arrival of their goods, pay directly an amount not greater than the limit specified or the amount of the lowest of the three quotations.

**Relocation allowance for Domestic appointees**

To be eligible for an interstate reimbursement, appointees must meet the following criteria:

* a continuing or fixed-term academic appointment (Level C and above) of three or more years;
* a continuing or fixed-term General staff appointment (HEW 10) of three or more years;
* a continuing or fixed-term Senior performance-based appointment of three or more years; and
* the appointees existing residence must be more than 100 kilometres from the base-University campus.

Any allowance provided is a contribution toward the total cost of removal and may not necessarily cover all direct or indirect costs. If costs are less than the allowance supplied, the balance is not regarded as a credit to the appointee.

In addition to the reimbursement of relocation expenses, appointees will be eligible for reimbursement for the cost of a one-way economy class airfare or one-way first-class rail fare for the appointee, their partner and any dependent.

For reimbursement to be approved:

1. travel must be by the most economical and direct route; and
2. appointees must provide three written quotes for removal of personal and household effects on a door-to-door basis. Written quotes must be received by Human Resources far enough in advance to allow for consideration and approval of the preferred quote. Upon receiving advice of the approved quote, the appointee is responsible for organising the removal with that company. Quotes should include insurance costs and normally, the lowest quote will be approved by the University.

The University will organise payment of the approved quote, up to the maximum allowance outlined in the appointee’s employment contract. Any amounts exceeding the maximum allowance, will be payable by the appointee directly to the engaged removal company. In these situations, the appointee is responsible for organising the split payment portion. If adequate time is not permitted for the Director, Human Resources to review and process three quotes (normally three to four weeks), the appointee will be responsible for an upfront payment to the University approved removal company and the University will reimburse up to the maximum allowance outlined in the appointee’s employment contract.

Partners and/or dependants of the appointee who do not accompany and travel with the appointee, retain the entitlement to air or road travel (equivalent to a one-way economy airfare up to the maximum of $500) for up to six months from the date of the appointee’s travel. In these circumstances, the appointee will pay upfront and apply for a reimbursement.