Application form for a contribution towards the relocation costs
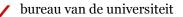
(relocation allowance regulations 2019)

Please return this form accompanied by the necessary documentary to the department HR-Services, P.O. Box 72 AB Groningen, within 2 months after the date of your relocation.

Name: ……………………………………………………

Address: ……………………………………………………

Postcode and town/city: ……………………………………………………

Date of entry into employment: ……………………………………………………

Name of department or unit: ……………………………………………………

Personnel number: ……………………………………………………

Work address: ……………………………………………………

……………………………………………………

E-mail address: ……………………………………………………

Telephone: ……………………………………………………

IBAN bankcode: ……………………………………………………

Information about your relocation:

Moving date: ……………………………………………………

Old address: ……………………………………………………

……………………………………………………

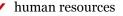## Travel costs for family members arriving from abroad

If you are moving from abroad, you can also qualify for a one-off reimbursement of the actual travel expenses incurred. If your partner and/or children travel with you, these costs will also be reimbursed. At most, a one-way economy class ticket will be reimbursed. A return flight may be reimbursed if a return ticket is demonstrably cheaper. If the journey is made within Europe by car, travel expenses of 19 cent per km can be claimed instead of the above-mentioned allowance. You must submit the original invoices, otherwise the allowance cannot be paid.

See reverse *(application form for moving costs allowance continues)*

Change of Address

You must change your address via My University, Do it yourself, Human Resources, Change personal details.

Reimbursement obligation

The staff member knows and understands that the allowance shall have to be paid back in the event that he/she resigns or is dismissed as a consequence of culpable facts or circumstances within two years of the relocation date.
The allowance will also have to paid back in the event that it later emerges that the allowance was granted on the basis of incorrect information supplied by or on behalf of the staff member. Any additional tax assessment that may arise from this must be paid by the staff member.

Signature

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(Employee)   (J. Stoffers-Dussel, HR-Services)

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(Date)   (Date)