Relocation Expenses

Policy

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Purpose

In the interests of attracting top quality staff, the University may provide financial assistance to new permanent and long-term temporary appointees to assist in their relocation from areas outside of Dublin in order to take up employment at the University's campuses in Dublin city.

Scope

This policy and the payment of relocation expenses under this policy is at the discretion of the President, the relevant Executive Dean /Head of Unit and the Vice President for People, Equality, Diversity and Inclusion. Expenses may be granted for new appointees relocating from a location greater than 100kms from their new place of work.

Policy Statement

The total maximum cumulative amount of relocation expenses payable to any individual under this policy is normally €4,500.

Before expenses may be paid the employee is to produce documentary evidence of expenses incurred. This evidence includes:

- Itemised receipts
- Statements
- Relevant quotes

Costs associated with the payment of relocation expenses are borne by the employing Faculty/Department and may include the following.

a) the transport of self and family and transport or storage of furniture and effects; and/or
b) temporary board and lodging ; and/or
c) other items of expenditure related to taking up duty.

All allowable relocation expenses must comply with Revenue's Policy Statement regarding Employee Relocation and Expenses.

Only expenses which are a direct result of the change of residence can be reimbursed tax-free, in line with Revenue guidelines.

Additionally, all expenses claimed should be in line with the University's Travel, Subsistence and Other Expenses Policy.

Provisions

Transport of Self and Family

The following items may be reimbursed as part of the total allowable costs for relocation:

a) the cost of one advance visit for the purpose of securing suitable housing. Where applicable, an employee's partner may accompany them;

and/or

b) the cost of transfer of immediate family by the most economical means of transportation.

Where expenses are approved and the appointee chooses to travel by private motor vehicle, they will be reimbursed the cost of travel based on the shortest direct route to destination. Expenses incurred en route i.e. fuel receipts, hotel bills, ferry charges and meals (using the per diem rate) will also be reimbursed on the production of receipts.

Transport of Furniture and Effects

The University shall approve the means of transport. Two quotes must be submitted to DCU People and be approved prior to uplift of furniture and effects.

The following items may be reimbursed:

a) the cost of transportation of furniture and effects, including packing, by an approved carrier;
b) the transport of a professional or medical library or equipment belonging to an academic employee; &
c) insurance to cover risk of damage to furniture and the effects in transit.

Temporary Board and Lodging

The following items may be reimbursed as part of the total allowable costs for relocation:

- Up to 75% of the cost of short-term temporary accommodation while waiting to secure a residence in Dublin, up to a maximum of €1,500 per month and for a period not exceeding 3 months subject to agreement.

Other Items of Expenditure Related to Taking Up of Duty

In special and limited circumstances other reasonable expenses associated with relocation and commencement at DCU may be approved for payment at the discretion of the Executive Dean/Head of Unit and Vice President of People, Equality, Diversity and Inclusion. The decision to offer an enhanced relocation package or to increase the €4,500 maximum limit for claims under this policy will take into account market-related employment conditions relevant to the particular appointment. Where in limited circumstances a relocation amount in excess of €4,500 is being considered, this is subject to approval in advance by the Chief Financial Officer.

Notwithstanding this flexibility, costs associated with purchase and sale of property will, under no circumstances, comprise part of the relocation package.

All payments must be matched with receipted expenditure. The amount reimbursed or borne by the employer may not exceed expenditure actually incurred and must be in line with Revenue requirements.

Refund of Costs

Employees who leave the employment of DCU within two years of taking up duty will be required to refund all or part of the relocation costs incurred as follows:

- Departure in Year 1 of Employment: Full Refund
- Departure in Year 2 of Employment: 50% Refund

Time Limit on a Claim

All expenses must be submitted on the Core Expenses system within 9 months of the date of commencement of employment with the University. Claims are subject to the approval and review by the Executive Dean of the Faculty / Head of Unit and the Finance Office.

Roles & Responsibilities

The roles and responsibilities of staff engaging with this policy are as follows:

Executive Dean/Head of Unit

- Seek advice and support from DCU People on the details of this policy.
- Discuss the potential situation of a new appointee and outline the requirements with the DCU People Representative in line with the Relocation Expenses Policy.
- Request the approval of applicable relocation expenses for the new appointee in line with the details of the policy from the Vice President of People, Equality, Diversity and Inclusion.
- Provide details of the approval to the appointee if applicable.
- Inform DCU People and the Finance Office in advance of the leave date if relevant, where expenses have been claimed by an employee who leaves the employment of DCU within two years of taking up duty, to arrange the refund of all or part of the relocation costs incurred as outlined within the policy.

DCU People

- Provide advice and support to the Executive Dean/Head of Unit in relation to the application of the policy.
- Discuss the request with the Executive Dean/Head of Unit in line with the Relocation Expenses Policy.
- Consider the request and if appropriate will seek approval from the President.
- Outline the details of the approval to the Executive Dean/Head of Unit, DCU People Representative, and the Finance Office where relocation expenses are deemed to be approved.
- Ensure the policy is applied in a consistent manner.
- Engage with the employee to arrange repayment when informed of the potential refund of relocation expenses.

Finance Office

- Review and process relocation expense claims in line with this policy.

- In the event of an employee who leaves the employment of DCU within two years of taking up duty, and on foot of a notification of this in advance from the Executive Dean / Head of Unit and/or employee, arrange for the appropriate deduction from the employee's payroll payment (or by invoking the Overpayments Policy if required) to give effect to the refund due by the employee under this policy.

Appointee

- Adhere strictly to the Relocation Expenses Policy and procedures as outlined in this policy.
- Seek advice or clarity from their Line Manager or DCU People Representative in relation to the policy and procedures.
- Provide the relevant documentation in a timely manner as set out in the policy and procedures.
- Claim the agreed relevant relocation expenses as outlined in the approval and in line with the policy and procedures while adhering to the deadlines and processes.
- Contact the DCU People Representative and the Finance Office in relation to any potential refunds if applicable to the University as outlined in the section 'Refund of Costs' sufficiently in advance of leaving the University.

Related Documentation

This policy should be read in conjunction with the University's Overpayments Policy in the event that a staff member is required to refund all or part of the relocation costs.

Contact

Any queries regarding this policy should be directed to an employee's line manager and or your People Team Representative.

Policy Review

This policy will be reviewed every 5 years by the Vice President of People, Equality, Diversity and Inclusion.

Version Control

Policy Name	Relocation Expenses Policy	
Unit Owner	DCU People	
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Approved by	DCU Executive	N/a
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End.