**Ollscoil na hÉireann, Gaillimh.**

# FINANCIAL POLICY & PROCEDURES MANUAL

# REMOVAL/RELOCATION EXPENSES

**Version: 6 Replaces: V 5**

**Approved by: Údarás na hOllscoile Date: /5/2011**

**1. STATEMENT OF POLICY**

 It is University policy to assist its new appointees with the costs of relocating to Galway on first appointment to an academic staff\* post or to a senior support services staff\* post (A.O. and above). Such assistance is granted in accordance with the scheme detailed hereunder.

1. **SCHEME**

The Scheme provides for payment of a ‘**grant in aid’** to defray certain relocation costs by way of an **interest-free loan**, 25% of which is abated by the University for each year of service, over the first four years of continuous service.

Subject to the relevant maximum rates listed below, allowable costs are limited to travel, transport and relevant professional fees incurred in transporting self, family, furnishings and personal effects (including books and relevant pedagogic and research material) to Galway.

**2.1 Rates**

1. The following grant-in-aid may be paid under the Scheme in respect of relevant costs:-

75% of the actual cost, subject to the following maxima: (May 2011)

From an address in – Cost Claim(75%)

 € **€**

Ireland

(outside Co. Galway) 4,000 3,000

Great Britain

(Excluding N. Ireland) 8,000 6,000

Elsewhere 10,000 7,500

\*Staff = Employees and their comparators as defined in relevant legislation

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1. Where the spouse of an appointee is also entitled to removal expenses on transfer to a post in Galway, a proportion of the above grant-in-aid will be payable to the University appointee, such proportion to be determined by the Bursar.
2. Should a staff\* member who has received a grant under this Scheme, leave the service of the University for any reason within **four** years from date of taking up his/her appointment, any amount paid under this scheme will be refundable to the University on a pro-rata basis, i.e.by reference to the unexpired portion of the four-year term. The acceptance of a grant under this Scheme by a staff\* member automatically entitles the University to deduct any refund under this provision from any salary or other payments due to the staff\* member.

**2.2 Fixed Term Contract Staff\***

The grant in-aid as in 2.1(a) above may be paid on a pro-rata basis, e.g. in the case of a two-year appointment, 50% of the full grant may be paid.

The provisions of 2.1(b) above also apply.

The provisions of 2.1(c) above will also apply to the extent that the amount refundable will be that proportion of the total paid which the unexpired portion of the contract period in question, bears to the total of the contact period.

1. **GENERAL**

**3.2** Third party receipts/vouchers in proof of payment must be submitted with all claims for expenses. Reimbursement at appropriate rate will normally be made in the month following receipt of claim.

**3.3** Applications for the grant in aid, together with relevant receipts should be forwarded, for approval to the Director of Human Resources & Organisational Development, for general approval within his budget.

**3.4**       In exceptional circumstances, the President, on the recommendation of both the Director of Human Resources & Organisational Development, and the Registrar & Deputy President, may authorise grants in excess of the standard values taking due cognisance of relevant market employment conditions.

**3.5**      The Director of Human Resources & Organisational Development will retain records of all payments made under this policy, including, justifications, and authorisations, and will prepare an annual report of same for UMT and FRC.

 **Stiúrthóir Cuntasaíochta Airgeadais Bealtaine 2011 FRC/11/M/**

\*Staff = Employees and their comparators as defined in relevant legislation