

SCHEDULE A: Reimbursement of travel, relocation/onboarding expenses

Overseas appointees

Relocation expenses

The head of an organisational area has the authority to approve reimbursement for overseas appointees, the appointee's partner and any dependents . The reimbursement includes:

Staff with Senior Staff Performance Contract	Relocation expenses up to the value of \$30,000
Academic – Level E and General – HEW 10+	Relocation expenses up to the value of \$20,000
Academic – Level D and General – HEW 9 & 10	Relocation expenses up to the value of \$12,000
Academic – Level C and General – HEW 8 and below	Relocation expenses up to the value of \$5,000

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.

In order for 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 expenses were 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 6 months of commencement of duty; and
4. where an overseas appointee is unable initially to meet the full cost of removal expenses, the University may upon arrival of his or her goods, pay a removal broker or contractor directly an amount not greater than the limit specified or the amount of the lowest of three quotations, whichever is the lesser.

Interstate appointees

Relocation expenses

The head of an organisational area has the authority to approve reimbursement for interstate appointees, the appointee's partner and dependents.

The reimbursement includes:

	Australian appointees
Staff with Senior Staff Performance Contract	Relocation expenses up to the value of \$15,000
Academic – Level E General – HEW 10+	Relocation expenses up to the value of \$10,000
Academic – Level D General – HEW 9 & 10	Relocation expenses up to the value of \$7,000
Academic – Level C General – HEW 8 and below	Relocation expenses up to the value of \$3,000

In addition to the reimbursement of relocation expenses, appointees will be eligible for:

1. reimbursement for the cost of a one-way economy class airfare for the appointee, their partner and any dependents or
2. one-way first class rail fare for the appointee, their partner and any dependents.

In order for reimbursement to be approved, where the appointee has used a removal broker or contractor, three quotations must be presented along with receipts for payments covering the lowest of these quotations.

Reimbursement for travel, relocation/onboarding will not exceed the specified maximum allowance as expressed in the table above.

Settlement Allowance

The head of the organisational area may approve a settlement allowance for eligible appointees.

The settlement allowance is a one-off payment for eligible staff to assist with any settlement expenses.

The allowance payable is up to a maximum of \$1,000. It is taxable and non-superannuable.

Receipts are not required for payment but should be retained for tax purposes.