



### Polasáí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA320
<b>Title</b>	Grant towards Relocation/Removal costs
<b>Policy Owner</b>	The Director of Human Resources
<b>Date</b>	Iúil 2018
<b>Approved By</b>	UMT/FRC/Údarás 26/10/2018

#### 1.0 Purpose

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.

#### 2.0 Description

##### 2.1 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 full year of service, over the **first four years** of continuous service. See paragraph 5.0 below for details.

##### 2.2 Allowable Costs

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.

Other relocation costs may also qualify if externally funded and within relevant taxation legislation, e.g., visa and related processing/registration fees.

##### 2.3 Rates

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: (August 2018)

Relocating from an address in –	Cost €	Claim (75%) €
Ireland (Outside Co. Galway)	4,000	<b>3,000</b>
Great Britain (Excluding N. Ireland)	8,000	<b>6,000</b>
Elsewhere	10,000	<b>7,500</b>

**Avoidance of double claim:** Where the spouse of a University appointee is also entitled to claim relocation expenses on transfer to a post in Galway (city or county), the University will not pay or reimburse to its appointee any relocation costs so covered.



## 2.4 Grant claimants who leave University employment within 4 years of appointment

Should a staff\* member who has been paid 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.

## 2.5 Fixed Term Contract Staff\*

The grants 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.

In the event of early termination of the fixed term contract the above provisions will 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.

## 2.6 General

- 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.
- Applications for the grant in aid, together with relevant receipts should be forwarded, for approval to the Director of Human Resources for approval within his/her budget.
- In exceptional circumstances, the President, on the recommendation of both the Director of Human Resources, and the Registrar & Deputy President, may authorise grants in excess of the standard values taking due cognisance of relevant market employment conditions.
- The Director of Human Resources 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.

## 3.0 Responsibilities

Name	Responsibility
The Director of Human Resources	Policy Owner
New Staff member/claimant	To ensure that all claims made are in compliance with University Policy and relevant regulations
Budget Holder/Authoriser	To ensure that the policy has been complied with and to approve the grant as appropriate. The onus is on the approver to satisfy themselves that claims they approve, and/or those claims that are approved on their behalf, are wholly in compliance with University. This responsibility cannot be delegated when nominating a substitute approver.

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