



## Queensland University of Technology

### EXPENSES ON APPOINTMENT OF STAFF

Expenses on appointment shall be payable to new appointees in accordance with the Schedule below:

#### IMPORTANT NOTE:

Expenses on appointment are repayable by ongoing appointees to the University on a pro-rata basis if the appointee voluntarily terminates his or her services during the first three years of service. Expenses on appointment are repayable by fixed-term appointees to the University on a pro-rata basis if the appointee voluntarily terminates his or her services in accordance with the following:

Length of appointment to position at QUT	Pro-rata expenses to be paid if the staff member resigns within this period of employment
3 years	1 year
2 years	6 months
1 year	Any time within this period

Further details are available from the Human Resources Department (Client Services).

#### EXPENSES ON APPOINTMENT

The allowable expenses for the appointee and dependants shall be as follows:

**(i) Travelling Expenses**

**a. Overseas Appointee – travel to Australia**

The University shall book and meet the cost of the most economical air fares available

**b. All Appointees – travel within Australia**

The Human Resources Department shall book and meet the cost of the most economical air fares available.

For an appointee who elects to travel to Brisbane by any mode of transport other than by air, actual reasonable expenses not exceeding the economy class air fare for the family shall be payable upon production of receipts or tax invoices.

For individual expenses of \$50 or more, a tax invoice must be produced for reimbursement. For individual expenses of less than \$50, a receipt or tax invoice must be produced for reimbursement.

**(ii) Transport of Effects**

Insurance of furniture and effects for replacement value approved for relocation is covered by the University's Insurance Policy.

**a. Overseas Appointments**

The University shall meet reasonable costs incurred for packing and transportation of essential effects up to the capacity of a standard 20 foot shipping container.

**Procedure**

Following acceptance of the offer of appointment, and inventory of personal furniture and effects, provided by the University with the letter of appointment shall be completed by the appointee and agreed upon by the appointee and the University

At least three (3) quotations for the removal of the appointee's effects on a door-to-door basis from the removal companies nominated by the University, or other basis agreed to by the University, shall be obtained by the appointee and forwarded to the University for consideration. Normally, the lower of these quotations shall be accepted.

Appropriate payment shall be made by the University on production of documentary evidence of the volume of effects transported and the cost incurred.

**b. Appointees within Australia**

The University shall meet reasonable costs incurred for packing and transportation of household furniture and personal effects.

**Procedure**

Following acceptance of the offer of appointment, an inventory of personal furniture and effects, provided by the University with the letter of appointment, shall be completed by the appointee and agreed upon by the appointee and the University.

At least three (3) quotations for removal, obtained based on this inventory, shall be forwarded to the University for consideration. Normally the lower of these quotations shall be accepted.

Payment by the University shall be made on production of documentary evidence of costs incurred.

**(iii) Settling in Allowance**

The University shall consider claims for financial assistance towards the cost of abnormal expenses incurred by new appointees up to the following maximum amounts:

a. appointee	\$500
b. appointee + 1 dependent	\$650
c. appointee + 2 dependents	\$750
d. appointee + 3 or more dependents	\$850

*For individual expenses of \$50 or more, a tax invoice must be produced for reimbursement. For individual expenses or less than \$50, a receipt or tax invoice must be produced for reimbursement.*