

Relocation allowance

The rules described in this document are based upon the rules regarding relocation allowance in the civil servant handbook, § 9.8. The University of Bergen has interpreted the rules in a wider sense than the personnel manual for civil servants suggests. We therefore grant relocation allowance to all employees who has to move in order to start a permanent position at UiB, and not just those with previous position in the state.

Compensation for relocation expenses is granted when appointing **permanent** members of staff. We strictly observe the rules that apply to permanent staff and seldom grant compensation to employees in temporary positions. Relocation allowance for appointments in temporary positions may however be granted in the following cases:

- When a temporary position poses special difficulties with recruitment. The case is assessed on its own merits by competent personnel.
- When a relocation grant is necessary in order to recruit qualified personnel in a substitute position lasting 12 months or more.
- When one candidate is the by far the best qualified and a relocation grant is necessary in order to recruit him or her.

In these cases, the faculty or department must contact the HR-department prior of employment. The HR-department assesses whether the relocation allowance should be granted.

If the position is a result of project-based research, the relocation expenses should be covered by the project and not by the HR-department.

Documentation

The HR-department will demand documentation of the employment relationship in form of an employment contract or a written statement from a responsible person in the unit in question before granting a relocation allowance.

What costs do the removal allowance cover?

- Travel and subsistence allowance to the employee and immediate dependants
- Household content of a maximum volume of 50 cubic metres.
 - By household content means everything that normally exists in any home.
 - Moving of special objects like boats, vehicles, pianos and so forth is NOT covered by the relocation compensation
- Provided that the offer for relocations received does not include packing costs, such costs are covered by a token amount of NOK 2700 (no documentation necessary).
- Insurance costs, washing of residence, mounting of electrical appliances, transfer of phone and plumbing resulting from the move are compensated at the amount of NOK 19000. All expenses must be documented.

Note: Relocations shall be done at the lowest possible cost to the state.

Price estimate from relocation firms

The employee must collect a price estimate for the relocation job from at least three registered relocations firms.

The cheapest offer shall ordinarily be accepted, but in cases where there is a difference in reputation between companies and only a slight difference in price, preference may be given to another firm.

Advance payment

An advance payment can be appropriated for covering relocation expenses. You can apply for an advance payment by contacting the HR-department at post@hr.uib.no.

The application must contain:

- Documentation of employment (see above)
- A price estimate for the relocation job from at least 3 registered relocations firms (see below)
- An estimate of other costs in relation to moving household goods
- Address
- Bank account information
- For foreign employees we require documentation that the employee in question has a Norwegian identity number.

On completion of the relocation the employee must deduct the advance payment from the actual amount when filling out the bill of relocations (see below).

How do we wish to receive the application for relocation compensation?

The new employee applies for a relocation grant for himself/herself. If the appointment is for a temporary position, then the faculty or department must contact the HR-department in advance.

The application for relocation allowance must be sent **no later than two months** after the relocation is completed. It can be sent to post@hr.uib.no, with internal post to the HR-department or with external post to the following address:

HR-avdelingen
Universitetet i Bergen
Postboks 7800
N-5020 Bergen

Recommended layout of relocation allowance application:

1. A cover letter with an overview of the costs and explanations to any complicating factors.
2. All sums must be given in NOK. If the costs have been calculated from another currency, the currency index for the day the calculations were made must be given in the cover letter.
3. The state's bill for relocation allowance (all sums must be given in NOK).
4. All original receipts
5. Price estimates from three relocation firms

Filling out the state's relocation bill

The state's relocation bill is unfortunately only available in Norwegian. Below you'll find an English translation to the fields that needs to be filled out.

Navn (Name)

Fødselsnummer (Norwegian social security number)

Under "Ny adresse" (new address), please fill out:

Privat adresse, postnummer, poststed (private address, post number, town)

Stilling (position)

Etat/institusjon (Institution)

Avd./tjenestested (department)

Bank/postgiro (bank account number – including IBAN, BIC/SWIFT code and name and address of your bank if you have a foreign account)

Under "Tidligere adresse" (previous address), please fill out:

Privat adresse, postnummer, poststed (private address, post number, town)

Stilling (position)

Etat/institusjon (institution)

Avd./tjenestested (department)

Under «flytteutgifter» (moving expenses), please fill out:

Beløp (amount)

Nettobeløp (Sum)

Date and signature in the field «Jeg samtykker i at et eventuelt skyldig beløp kan trekkes i lønn» (I concur that any amount I may owe can be subtracted from my salary).

Fill out travel specification

Fill out «utlegg til overnatting» (hotel expenses) if relevant.

Fill in all relevant fields under «Flytteutgifter» (moving expenses)

- Transport in own car will be reimbursed with the state's rates for mileage reimbursements;
 - 4.10 NOK per kilometre for the first 10 000 kilometres.
 - 3.45 NOK per kilometre above 10 000 kilometres.
- Cost subsistence will be reimbursed with the state's rates for cost reimbursements:
 - Travels lasting from 6-12 hours will be reimbursed with a rate of 289 NOK (no documentation needed).
 - Travels lasting more than 12 hours will be reimbursed with a rate of 537 NOK (no documentation needed).
 - Overnight travels are reimbursed with a rate of 733 NOK (no documentation needed).
 - For travels that last longer than 24-hours, the employee will be reimbursed another 720 NOK 6 hours into the new day.

Taxation

We would like to point out that a relocation allowance must be declared in the tax return form submitted annually and will be included in the pay and withheld tax statement for the respective year.

Insurance

The HR-department does not cover damages inflicted to household goods in the moving process as this is a cost that should be covered by the employee's insurance. The HR-department can however refund the amount incurred by the journey.

