

Implementation instructions regarding the Travel and Moving Expenses Scheme Radboud University Nijmegen

1 Basic Principles

As of 1 September 2021, the Travel and Moving Expenses Scheme Radboud University Nijmegen that applied before 1 January 2021 will return into force. This means that the temporary travel expenses scheme that entered into force on 1 January 2021 will become void. These administrative implementation instructions lay out how the Travel and Moving Expenses Scheme Radboud University Nijmegen should be applied from 1 January 2022.

2 Reimbursement of commuting expenses

1. The reimbursement of commuting expenses is only paid based on submitted declarations. Employees should use the declaration module for commuting and working from home days in BASS for this purpose.
2. The amount of the travel allowance is based on the amounts declared in the Travel and Moving Expenses Scheme and therefore depends on the mode of transport. The amounts for travel cost reimbursement by own transport (bicycle, car, motorcycle, etc.) have been calculated back to a fixed amount per travel day. The compensation per day is determined by dividing the total amount of the travel allowances on an annual basis by 214 travel days per year. The commuting allowance is therefore not a fixed amount per month.
3. The employee should indicate in the declaration module on which days they travelled to the workplace. This applies to both public and private transport.
4. The employee can declare reimbursement of both the use of public and private transport. To this end, the employee must indicate in the declaration module which type of transport has been used. Only one type of transport can be reimbursed per day on which the employee travelled to work.
5. No travel cost reimbursement can be declared for days on which the employee does not work, e.g. during illness, on days off, or during leave.
6. When using your own transport, BASS automatically calculates the amount that will be reimbursed. Even in cases where an employee does not receive a travel allowance (with a travel distance of up to 10 km and without use of a bicycle), it is important that the travel days are stated. This information is necessary to be able to receive a supplement to the travel allowance via the Choice Model.
7. When using public transport, employees declare the actual costs of the public transport or the subscription costs, submitting (uploading) the invoice with specification, the transport tickets or a transaction overview of the OV card.
8. During the relevant month, travel days can be entered into the BASS declaration module. The declaration can only be sent from the first day of the month following the month in which the employee travelled to campus. Declarations entered and sent before the 15th of the month (before December 10 in December) are in principle paid in the same month along with the salary.
9. Entitlement to compensation lapses if the employee does not submit the declaration within three months of the month in which travel to campus is undertaken.
10. The Choice Model offers the option of supplementing the commuting allowance to €0.19 per kilometre or to the actual costs of traveling by public transport.
11. It is only possible to claim either a commuting allowance or a remote work allowance for one working day.