



Travel days Commuting and Work from Home days

Procedure

Log in to BASS (bass.ru.nl) and within "Expenses" choose "Travel days Commuting and Work from Home days" and

New declaration

then click on **New declaration**. At the top of the page you can choose the month you want to submit the declaration for (from the month of September you can also declare Work from Home days, in the months before this option is not available because this was not yet included in the CLA at that time).

You will then see an overview of the Travel Expenses Agreement and the Work from Home allowance that applies to you. From January 2022 you can choose between two travel allowances, in addition to the Work from Home allowance. This can be either the basic allowance and public transport allowance, or the bicycle allowance and public transport allowance. The basic allowance and public transport allowance including Work from Home allowance is as follows:

€ Expenses

- > Create Expense Report
- > Business Travel Application
- > Submitting multi day claim
- > Overview business travel
- > Overview claims

[More information about expenses and business travels >](#)

> **Commuting days and Work from Home days**

Days commuting and work from home sheet

Month September 2021 ▾

Days commuting and work from home sheet

Month: February 2022 Serial number

Travel Expenses Agreement					Public transport Commute Agreement				Work from Home allowance		
Startdate	Enddate	Type of Reimbursement	Km one way trip	Daily allowance	Startdate	Enddate	Percentage	Type of Reimbursement	Startdate	Enddate	Reimbursement
01-09-2021		Basic	20	2,53	01-01-2022		75	Standaard	01-09-2021		2,00

If you do not have the basic allowance but the bicycle allowance and public transport allowance, it looks like this:

Days commuting and work from home sheet

Month: January 2022 Serial number

Travel Expenses Agreement					Public transport Commute Agreement				Work from Home allowance		
Startdate	Enddate	Type of Reimbursement	Km one way trip	Daily allowance	Startdate	Enddate	Percentage	Type of Reimbursement	Startdate	Enddate	Reimbursement
01-09-2021		Bicycle	3	0,23	01-01-2022		75	Standaard	01-09-2021		2,00

Month

Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Days commuting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9	
Public transport commuting days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	
Days work from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		



When you see the following notification, it means that you have checked both a commute fee and a Work from Home day on the same day, or two commute fees. You can only choose one for each day. If you correct the day on which you checked double reimbursements, you can continue.

1 error has occurred

- You may only tick one checkbox each day.

1 error has occurred

- If you declare public transport days you have to declare costs as well.

Please note that if you want to declare public transport costs you add the invoice and travel overview, including costs,

1 error has occurred

- You have to attach an attachment when you are travelling bij Public Transport

of the relevant month to the declaration. You can therefore declare the costs afterwards. The public transport commuting days and its costs can be added to the relevant declaration month in the column "Commutate Costs".

Commutate Costs

Public transport commuting cost Attachments

Remarks for approver

Remarks

The declaration must be approved for 10 or more commuting days or work from home days.

Statement

On the basis of the Travel and Moving Expenses Scheme and the Implementation Instructions regarding the Travel and Moving Expenses Scheme, I declare that I travelled for my daily commute on the days indicated. I further declare that I worked from home on the days specified on the basis of the Implementation Instructions for Compensation for Working from Home and Internet Allowance. If requested, I am willing to demonstrate retrospectively that I meet the tax conditions in the manner indicated by Radboud University. Any retrospective assessment by the Dutch Tax and Customs Administration on the grounds of failure to comply with these conditions, including any interest and penalty, will be at my expense and may be recovered from me.

Next you choose to Save or Send the declaration or click on Previous.

When you click on "Save", you will see the overview of the declaration you have entered. You will now also see the compensation that you may receive here.

Send

Reimbursement

Type	Amount
Commuting days	2,07
Public transport commuting days	30,00
Work at home days	8,00
Totaal	40,07

After choosing "send" you will return to the overview screen, where you will see the Days Commuting and Work from Home sheet.

Days Commuting and Work from Home sheet

Month	Serial number	Travel days	Travel Days commuting	Days Work from Home	Sent	Approved	Period Payment	Document Number	Public transport costs	Edit/View	Delete
202109 (September)	1	0	5	1	Yes	No		OV 2021 / 0000377	✏️	✏️	

After sending the declaration, it will be approved, if necessary. When this has been done can see it in the overview screen of the Days Commuting and Work from Home sheet. If you need to **change** the declaration, this can only be done **after** the declaration has been approved. You can then send it again and the manager can approve the changed declaration.