

Relocation Assistance Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive - Policy	Chief Operating Officer
Responsible Manager - Policy	Chief People Officer
Review Date	4 July 2028

Section 2 - Purpose

(1) The nature of the work undertaken by La Trobe University means that there may be occasions where the University requests a staff member or new hire to relocate for a limited period of time or on an ongoing basis to perform their position.

(2) The University may provide assistance to staff/new hires that are required to relocate within Australia or internationally at the University's request.

(3) The aim of the Policy is to ensure that:

- the process of relocating is as smooth as possible and that staff and accompanying family members settle into their new location quickly and effectively, with a minimum of disruption;
- costs associated with the relocation are paid by the area recruiting the position in accordance with the maximum allowance rates detailed in this Policy.

Section 3 - Scope

(4) This Policy applies to new hires and existing University staff who are requested to relocate from their primary place of residence in order to take up an academic or professional position at the University and to whom the University offers relocation assistance.

Section 4 - Key Decisions

Key Decisions	Role
Approve relocation allowance within maximum allowance rates.	Dean/Executive Director or C level approval
Approve relocation allowance above the maximum allowance rates.	Dean/Executive Director or C level approval plus relevant Senior Executive Group (SEG) member

Section 5 - Policy Statement

(5) Staff or new hires moving under the University's request may be provided with some assistance towards relocation costs.

Eligibility

(6) At its prerogative the University may offer relocation assistance to new or existing staff who meet all of the following criteria:

- a. the appointment duration is a minimum of two (2) years;
- b. the individual is required to relocate their primary place of residence to the new location;
- c. the relevant approval authority has approved the provision of relocation assistance to the individual.

(7) The University will not offer relocation assistance to individuals who have a partner who is currently in receipt of an offer of employment with the University and that also includes provision for relocation assistance, unless the relevant school or organisational unit agree to split the relocation costs.

Assistance Offered

(8) Items outlined in this procedure are discretionary. The University is not obligated to provide relocation assistance to any individuals. Each case will be determined on its merits and the commercial value of the role.

(9) The standard terms of the relocation assistance to be provided (and the arrangements on completion or termination where relevant) will be set out in writing in an offer letter. Should these standard terms need to be varied, the relevant approval authority must authorise such changes.

(10) Relocation should not commence unless the letter of offer has been accepted.

(11) Where an individual's files and equipment are required for them to fulfil their role, the University will arrange for transportation in addition to the allowance rates detailed in this Policy.

Recovery of Relocation Assistance Payments

(12) A staff member in receipt of relocation assistance and who resigns within two years of being appointed to the relocated position or is terminated due to misconduct or serious misconduct may be required to repay all or part of the money provided by the University for relocation in accordance with the formula outlined in this Procedure.

(13) In exceptional circumstances, approval may be provided to waive the requirement to repay relocation assistance. Approval must be obtained from the relevant approval authority as detailed below.

Section 6 - Procedures

Cost Allocation & Approvals

(14) The total relocation assistance allowance will be allocated as follows:

- a. 100% area recruiting the position; or
- b. % split across area(s) as required.

Allowance Rates

Domestic Relocation Assistance - Maximum Allowance Rates

Single Person	AUD \$7,000
Single Person + Partner	AUD \$9,000
Dependents	AUD \$500 per dependent

International Relocation Assistance - Maximum Allowance Rates

Single Person	AUD \$15,000
Single Person + Partner	AUD \$17,000
Dependents	AUD \$700 per dependent

Allowance Approval Authority

(15) Approval within maximum allowance rates – Dean/Executive Director or C Level approval.

(16) Approval above maximum allowance rates – Dean/Executive Director or C Level plus relevant SEG member approval.

(17) The allowances are maximum amounts and are determined on an individual basis by the relevant approval authority.

(18) Should an amount exceeding the allowance rates be required, this must be agreed to by exception by the relevant approval authority.

(19) The allowance is paid as reimbursement for specific costs or directly to our preferred relocation agency supplier upon receipt of invoices and the unused portions is not available as a cash payment.

Allowance

(20) The following types of relocation assistance are supported as part of the above allowance:

a. Travel Expenses

- i. Costs associated with the staff/new hire and their direct dependents (refer definition) travelling from the existing location to the new location.
- ii. These expenses are expected to comply with the University's travel related policies and procedures.

b. Relocation Expenses

- i. Costs that will be reimbursed by the University to the agreed maximum level, upon presentation of tax invoices within twelve (12) months of appointment;
- ii. Reimbursable relocation expenses may include any of the following:
 - temporary accommodation for up to 4 weeks for the staff/new hire and their direct dependents at an appropriate residence or on campus through Residential Services, following arrival at the new location;

- removal of furniture and personal effects (including cleaning costs) from the staff/new hire's primary place of residence to the new location;
- storage of personal effects;
- insurances relating to the relocation of furniture and personal effects;
- settlement & orientation services;
- utility connection/disconnection at permanent residence (excludes internet connection/mobile phones or service).

(21) All staff/new hires are not to commence in the relocated position unless they have obtained and provided proof of work rights as outlined in the [Recruitment Policy](#).

Relocation Agency Assistance

(22) The services of a specialist relocation agency may be provided may be provided as part of your relocation allowance to assist the staff member (and their partner/dependents) in settlement and orientation in Australia. Services provided may include (but are not limited to):

- a. meet and greet at the airport and transport to accommodation;
- b. destination information pack;
- c. orientation tour;
- d. partner career support;
- e. cross-cultural briefing;
- f. home search, including assistance with rental applications and utility connections;
- g. school search, including information packs and visits;
- h. consultation with an independent tax advisor regarding Australian taxation and superannuation arrangements.

Reimbursement

(23) Reimbursement will be in Australian dollars. If original receipts are in a foreign currency, the new hire or staff will be reimbursed at the Australian dollar exchange rate at the applicable time when the reimbursement is made.

(24) Claims for reimbursement will only be paid when accompanied by a valid tax receipt.

Process for Claiming Reimbursement

(25) Staff may submit their claims for reimbursement via the on line staff portal once they have La Trobe systems access.

(26) Staff not registered in the P&C system will need to submit a payment request form to the relevant approval authority. Once approval for reimbursement is obtained, the form and the receipts are to be forwarded to Accounts Payable.

Staff/New Hire Relocations

(27) Where more than one person within a family unit is employed by the University and the family relocates at the request of the University, the family must submit a single claim for reimbursement of joint relocation expenses. The relocation costs may be split equally across the relevant school or department cost centres where there is prior agreement to share the costs – refer to Eligibility in the Policy.

Recovery of Relocation Assistance Payments

(28) A staff member who has been provided relocation assistance by the University and who resigns within two (2) years of being appointed to the position or is terminated due to misconduct or serious misconduct may be required to repay a portion of the relocation assistance allowance in accordance with the following formula:

Period Worked	Amount to Repay
Up to 12 months	75% of total relocation assistance allowance
12 to 18 months	50% of total relocation assistance allowance
18 to 24 months	25% of total relocation assistance allowance
Greater than 24 months	N/A

(29) In exceptional circumstances, the relevant approval authority as detailed in the Policy may approve the requirement to repay relocation assistance payments.

Section 7 - Definitions

(30) For the purpose of this Policy and Procedure:

- a. Direct dependents: include the staff member/new hire's partner, and child/ren under the age of 18 years or a student under the age of 25 who is studying full time at school, college or university or any other person approved by La Trobe who lives with and who is fully or substantially dependent on the new hire/staff.
- b. Primary place of residence: is the residence the individual lives in (with their personal belongings) on a daily basis.
- c. Net of tax: means after taxes are taken out.
- d. New hire: is the individual who has received an offer of appointment from the University and is not currently employed with the University.

Section 8 - Authority and Associated Information

(31) This Policy is made under the [La Trobe University Act 2009](#).

Status and Details

Status	Current
Effective Date	4th July 2025
Review Date	4th July 2028
Approval Authority	Vice-Chancellor
Approval Date	4th July 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
Enquiries Contact	People & Culture +61 3 9479 1234