FSE RELOCATION COSTS | PROCEDURE

1 PURPOSE
To ensure consistent use of Faculty of Science and Engineering resources to support recruitment at Department and Faculty level.

Policy Hierarchy
- Relocation Guideline and Schedule
- Recruitment, Selection and Appointment Policy
- Fringe Benefits Tax Guideline
- Travel Policy/Procedure/Guideline/Per Diem Schedule/Expenses Schedule
- Credit Card Policy / Procedure / Guideline

Other Resources
- Relocating to Sydney website

2 SCOPE
This Procedure applies to project funded staff recruitment where a grant or contract administered through the Faculty precludes the use of funds for relocation support; for example the Australian Research Council (ARC) does not permit funds to be used for relocation or visa costs. Funds are available from the Faculty to support these staff within the parameters provided at item 4. Procedure.

For staff recruitment on operating funds, and prestigious Fellowships (e.g. DECRA), for continuing and fixed term appointments of 2+ years, refer to the MQ Policy for Staff Relocating to Sydney website. Note that the MQ Policy provides a maximum value for staff based on level (e.g. HEW9, Level B) that is to be negotiated based on individual circumstances. The maximum value will not always be provided.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

4 PROCEDURE

4.1 Relocations
4.1.1 Eligibility
The guideline is applicable to staff who are:
- required to relocate from their current residence (normally considered to be outside of a 100-kilometre radius) in order to accept an appointment with Macquarie University, and
- on project funds where the funding body precludes the use of grant funds for relocation costs
- appointments of two years or more
- casual staff are not eligible.

4.1.2 Allowed Expenses
Allocated funds can be spent on the Relocation Components as specified in the MQ Relocation Guideline.
4.1.3 Available Funding
The table below provides an overview of the funding amount and type of relocation assistance that the Faculty or Department may provide. Note that the funding provision is a contribution towards relocation expenses and is not intended to cover the entire cost of relocation.

<table>
<thead>
<tr>
<th>ARC Level</th>
<th>MQ Level</th>
<th>Total $ for Relocation – Domestic or NZ</th>
<th>Total $ for Relocation – International</th>
<th>Examples of what could be covered</th>
</tr>
</thead>
</table>
| Level 1   | Academic Level A or B | $1,500 + $500 for partner + $500 per child under 18 years | $3,000 + $1000 for partner + $750 per child under 18 years | • One-way economy flight and 1 week accommodation  
• One-way flights for 2 people  
• Contribution toward relocation of goods (and/or excess baggage) |
| Level 2   | Academic Level C HEW Level 9 | $2,500 + $500 for partner + $500 per child under 18 years | $5,000 + $1000 for partner + $750 per child under 18 years | International  
• The above plus $2k toward relocation of goods  
• One-way economy flight plus 3 weeks accommodation  
Domestic  
• One-way economy flight plus 2 weeks accommodation |
| Level 3   | Academic Level D/E HEW Level 10 | $4,000 + $500 for partner + $500 per child under 18 years | $8,000 + $1000 for partner + $750 per child under 18 years | |

4.1.4 Fringe Benefits Tax (FBT)

Flights, temporary accommodation, removals are FBT exempt.

4.1.5 Administration

The relocation forms part of the MQ offer process. The individual is provided with a University Relocation Agreement as part of the offer.

In line with the Agreement, the individual can elect how the funding is allocated. Depending on the allocation, support is available as follows:

• Flight bookings and accommodation – the School/Department administration team
• Relocation of goods – MQ Immigration and Relocation consultant (currently Karen Geldard). In normal circumstances an invoice is provided by the removalist which is paid by the Department or Faculty
• For approved relocation costs, upon request to Faculty Finance, the costs will be allocated to a central FSE account.
5 NOTES

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<tr>
<th></th>
<th>Implementation Officer</th>
<th>Faculty General Manager, Faculty of Science and Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Approval Authority</td>
<td>Executive Dean, Faculty of Science and Engineering</td>
</tr>
<tr>
<td>5.2</td>
<td>Date of Commencement</td>
<td>March 2020</td>
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<td>5.3</td>
<td>Date for Review</td>
<td>June 2022</td>
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<td>5.4</td>
<td>Amendment History</td>
<td>March 2020; June 2022</td>
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