



Relocation Assistance and FBT Treatment Table

The following Relocation Assistance components will not be subject to FBT provided:

1. The Relocation Assistance is provided solely because the staff is required to change their usual place of residence to perform their employment duties.
2. It is solely provided to enable staff, staff's spouse and children to take up residence in Sydney at the new usual place of residence.

Component of Relocation Assistance	Additional conditions to be met:
<p>Airfare</p> <p>One-way, direct, economy class airfares for the Employee and their family from the Employee's Home City to Sydney.</p>	N/A
<p>Travel</p> <p>Reasonable travel costs associated with the Employee and their family travelling from the Employee's Home City to Sydney, including, taxi fares, meals and accommodation en route.</p>	There are limitations if staff are reimbursed for use of own car. If application, seek additional guidance Head of Tax and Treasury.
<p>Household goods and personal items</p> <p>Relocation of household goods and personal items, including packing, unpacking and temporary storage, by a removalist company approved by the University, from the Employee's Home Address to Sydney.</p>	<p>Removal or storage must occur within 12 months from the day the employee commences employment at the new locality.</p> <p>Removal and storage including any connected transport, packing, unpacking or insurance of tangible property kept primarily for the personal use of staff, staff's spouse and children.</p>
<p>Visa</p> <p>Visa application fees and related costs (e.g. criminal record checks, medical checks, legal fees etc.).</p>	The visa must be necessary for the staff, staff's spouse and children to relocate to Australia and it must therefore be granted before they enter into Australia.
<p>Temporary accommodation in the Home</p> <p>Temporary accommodation in the Home City if the Employee's former home is unavailable or unsuitable for occupancy because of factors relating to the relocation, for up to 7 days.</p>	The temporary accommodation must be necessary because the staff's home in the Home City becomes unavailable or unsuitable for residential use due to furniture removal, storage or other arrangements relating to the staff's relocation. The temporary accommodation must only be providing for maximum of 21 days, ending on the day the employee starts work at the new location.
<p>Temporary accommodation in Sydney</p> <p>Temporary accommodation (e.g. in a serviced apartment) in Sydney for up to 4 weeks immediately following the Employee's arrival in Sydney. The Employee must obtain prior written approval of the accommodation expenses from the University and must make reasonable endeavours during this period to find suitable long-term accommodation.</p>	<p>The staff must begin to make sustained and reasonable efforts to buy or lease suitable long-term accommodation as soon as reasonably practicable after starting work at the new location.</p> <p>The earliest it can be provided is seven days before the day the staff starts work at the new location/Sydney and must only be provided for a maximum of 4 months.</p> <p>Additional conditions and limits apply if it is provided for more than 4 months.</p>
<p>Relocation consultant</p> <p>Relocation consultant fees for services such as orientation of Sydney suburbs and house search.</p>	Relocation consultant must be engaged to help the staff, staff's spouse and children settle in Sydney at the location of the staff's new usual place of residence e.g. finding, or providing information about accommodation, education facilities or other community amenities and services in Sydney.