



Complete the form in full
and make sure it is signed by all
relevant parties.
Then scan the form, save it in PDF
format and send it by e-mail to:

servicedesk.hrm@vu.nl

Remuneration of removal expenses

Verhuiskostenvergoeding

Surname, initials			
Date of birth, sex		<input type="checkbox"/> male	<input type="checkbox"/> female
Faculty or department			
Personnel number			

Regulation	vu.nl > Remuneration of removal expenses
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Removal from abroad		
<input type="checkbox"/>	remuneration of € 2,500 (net) if labour market conditions demand it, this remuneration can be supplemented with:	
Amount	€	actual costs of moving the contents required attachments: original invoices and receipts
Amount	€	other expenses, including home redecorating costs, up to a maximum of € 7,750

Domestic removal			
<input type="checkbox"/>	only if labour market conditions demand it and if the following two cumulative requirements are met: - the employee relocates within two years after the commencement of new employment or transfer - and the employee lives more than 25 kilometres from work and the relocation will reduce the distance between home and work by at least 60%		
Amount	€	remuneration to a maximum of € 2,500 (net)	
Removal date	day	month	year
Removal from	old address		
	postal code		
	city		
Removal to	new address		
	postal code		
	city		

Explanatory notes	
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Employee's signature			
date	signature		
Employer's signature			
Manager	name	date	signature
HR Advisor	name	date	signature