

FAQ about the new mobility policy

1. Why a new mobility policy?

Staff have been asking for some years now for the current commuting allowance to be improved. The 2023 Mobility Survey also showed the need to do so, especially for public transport. A better public transport allowance also fits with a mobility policy that focuses on sustainable travel. As of 1 July 2024, the university as an employer is legally required to track its carbon emissions for travel. This means the number of kilometres travelled and the transportation used, for commuting and domestic business travel. To comply with this new sustainability legislation, we are going to use the Shuttel app to record our actual commuting data.

2. Is this policy permanent?

No, we have decided that the policy will apply for one year. It will be evaluated during that year and we will look at whether the allowances need to be adjusted.

3. For what travel expenses will I receive an allowance and how much will I receive?

The allowance paid depends on the transport used and the number of kilometres you commute or travel for domestic business trips.

Commuting by public transport

- Public transport expenses will be paid in full (so 100%).
- This only applies to second-class travel with a Shuttel card.
- The following will not be reimbursed: an OV-fiets, a parking discount at NS train stations and a bike parking fee.

Commuting by bicycle/scooter/foot

- You will receive an allowance of 7 cents per kilometre, from a distance of 10 kilometres.
- The allowance is for a maximum distance of 45 kilometres (one way).
- There is no allowance for the first 10 kilometres. This means you will receive an allowance for a maximum of 35 kilometres (one way).

Commuting by car/motorbike

- You will receive an allowance of 7 cents per kilometre, from a distance of 10 kilometres.
- The allowance is for a maximum distance of 45 kilometres (one way).
- There is no allowance for the first 10 kilometres. This means you will receive an allowance for a maximum of 35 kilometres (one way).
- You can still take out a parking subscription through the Service Portal. This costs €18.00 (incl. VAT) per month and €180.00 (incl. VAT) per year.

Domestic business travel

- Check in with Shuttel for domestic business travel by public transport and record the trip as 'business'.
- Travel by second-class public transport wherever possible. If you have permission to travel to your destination in your car, you will receive an allowance of 23 cents per kilometre.

4. How much is the internet and homeworking allowance? What do I have to do to receive these?

The homeworking allowance is 2 euros per homeworking day and the internet allowance 25 euros per month. You need to register your homeworking days in Shuttel to receive this. You can designate several days at a time as homeworking days. The internet allowance is automatically activated when you register one homeworking day. If you do not register any homeworking days, you will not receive the internet allowance. Your manager does not have to approve homeworking days/business trips etc. that you register. You do need to discuss these together though.

5. When will I be paid my travel/homeworking allowance?

You will be paid in the month after you register your travel or homeworking days. You have until the last day of the next calendar month to register your travel in Shuttel. Once you have registered your travel, Shuttel will send the details to the university at the end of the month. These will be processed and your allowance will be paid with your next salary.

6. From what distance can you claim an allowance for travel to work with your own transport?

The university has chosen to retain the minimum of 10 kilometres for your own transport (such as a car or bicycle). This does not apply if you travel to work by public transport.

7. Why do I receive the same allowance for travel by bicycle and car?

Our first step is to fully reimburse travel by public transport. We hope this will improve the terms and conditions of employment of many of our staff. We will look in the evaluation at where there is room for improvement.

8. Why will everyone receive a Shuttel card?

Even if you do not travel by public transport, you will initially receive a Shuttel card. We will review whether everyone needs the card after a few months.

9. I don't want to download an app. Can I register my travel and homeworking days on the web?

Alongside registering your travel and homeworking days in the Shuttel app for your phone, you will also be able to register them in the My Shuttel environment on your desktop or laptop. For further questions about the app, see the Shuttel web environment that will go live soon.