Information Regarding
Reimbursement of Moving Expenses Pursuant to the German Federal Moving Expenses Reimbursement Act (BUKG)

1. Entitlement to a reimbursement of moving expenses
The University president or his or her authorized agent must approve any reimbursement entitlement in writing. Upon receiving approval for the reimbursement of moving expenses, you shall be entitled within the scope of the provisions contained in the German Federal Moving Expenses Reimbursement Act (Bundesumzugskostengesetz, BUKG) to the reimbursement of the necessary expenses accruing to you in order to relocate to your new place of employment. You can apply for a reimbursement of moving expenses with an employee from Team 631 (cf. p. 4) using the form for moving expenses invoices (Umzugskostenrechnung). The deadline for filing a claim expires one year after the move has been completed pursuant to Section 2, subsection 2 BUKG.

2. Reimbursable expenses
2.1. Transportation expenses
- Moving companies:
You may select any moving company. Moving companies must initially inspect your property intended for transport. Based on a list of property, the moving company must prepare a detailed, complete and comprehensive cost estimate that contains a firm and binding maximum price, which shall simultaneously serve as the highest amount possible for reimbursement. You are responsible for reviewing whether or not any offer covers all necessary services. The University shall not reimburse any expenses charged for services after-the-fact.

A prerequisite for subsequent expense reimbursement is that at least two cost estimates have been seasonably received from two legally independent moving companies (together with a list of items to be transported and written confirmation by the respective moving company that property was inspected) prior to the scheduled move. The inspection of property must be confirmed by the moving company in writing. Legally independent companies are those enterprises that do not belong to the same group of companies. The moving company must fill-out the form entitled Erklärung des Speditionsunternehmens hinsichtlich einer Kartellzugehörigkeit (moving company's statement with respect to group affiliation) for this review. Before hiring a moving company, please submit the cost estimates together with the list of property to be transported and the Erklärung zur Kartellzugehörigkeit to the employee specified below, who will review costs. As circumstances require, the University may insist on obtaining an additional offer.

There is no right to claim reimbursement of moving expenses without the University's prior (as a rule) written approval to engage a moving company. After the University has confirmed that it will assume the costs, you may execute an agreement with a moving company after which you are initially responsible for paying the invoice. You may request in writing an advance payment on
moving expenses immediately after submitting the invoice; there is no specialized form for this.

- Moving without using a professional moving company
  Moving expenses incurred without using a moving company shall only be reimbursed if demonstrated to be necessary. This does not apply to any expenses for labor conducted by yourself or any members of your household.

- Transportation from the prior residence to the new residence
  Additional expenses that accrue because property is located at a location other than at the prior residence (e.g., office, second residence, vacation home, home of relatives) shall only be reimbursed to the extent that they would be reimbursable if the property were transported with the other household property. Transportation expenses to a location other than the new residence shall be disregarded. In cases of doubt, cost estimates should provide information about what expenses would have accrued, had property, kept elsewhere, been located in the prior residence and transported with the other household items. Only expenses for additional cubic meters will be reimbursed and not for additional kilometers traveled.

2.2. Travel expenses

Travel expenses within the scope of relocating are expenses associated with searching and viewing apartments or houses, travel to the prior residence to make preparations for the move to a new residence, and travel expenses associated with the actual move.

Travel expenses associated with viewing potential new residences:
  Travel expenses for a maximum of two trips for one person or one trip for two persons will be reimbursed. A daily subsistence allowance and overnight accommodations (up to two travel days and two overnight stays) may be paid in addition to transportation expenses (only the reimbursement of the most cost effective mode of travel).

Travel to prepare the move:
  Only transportation expenses (the lowest priced mode of transportation) for travel from the place of employment to the prior residence will be reimbursed for a journey to make preparations for the move.

Travel associated with the move:
  Transportation expenses (even by car) for all family members from the prior residence to the new residence together with a daily subsistence allowance and overnight accommodations will be reimbursed.

2.3. Rent reimbursement

You may request a reimbursement of rent, provided that you had to pay rent simultaneously for two residences. Only the expenses for the residence that is not being used will be reimbursed. Rent reimbursement for the prior residence is contingent, *inter alia*, on you moving into the new residence soon after the lease begins. Continuing to maintain a residence in the prior residence excludes the grant of any rent reimbursement. Reimbursement is limited to a maximum of six months for the prior residence and three months for the new residence. An apartment in a building that is owned or
an apartment that is owned in a multi-unit dwelling shall be considered equivalent to a rented apartment for the prior residence so that rent may be reimbursed. There shall be no reimbursement for rent for a new apartment in a building that is owned or a new apartment that is owned in a multi-unit dwelling.

2.4. Other expenses

- **Real estate agent fees**
  Real estate agent fees will only be recognized and accepted if they are necessary, e.g., because the apartment or house could not otherwise be rented. Only necessary real estate agent fees typical for the region can be reimbursed up to an amount of no more than two months’ net rent, which does not include costs calculated for services charges and utilities. In the event the employee owns the property, a fictitious rent will be used for the calculation. Real estate agent fees typical for the region are those fees pursuant to strict legal provisions that are charged by a professional real estate agent for services rendered and paid directly to him or her.

- **Additional instruction for children**
  You may also apply for an allowance towards costs for additional instruction of children if incurred by virtue of the move.

- **Lump sum compensation for other moving expenses**
  Lump sum compensation shall effectively cover the reimbursement of all other moving expenses.

2.5. Non-reimbursable expenses

Storage charges are not reimbursable. Likewise, expenses for multiple piecemeal moves will not be reimbursed.

3.  Relocating from abroad

Moves originating outside the country upon being hired to work in Germany shall be treated as a move within the country pursuant to Section 13 BUKG. Pursuant to Section 7 subsections 2 and 3 BUKG, travel expenses incurred to search for or view an apartment or house as well as to prepare and undertake the move are not reimbursable. Travel expenses associated with the actual move are reimbursable in their entirety (entire route). However if the new residence is located outside of Germany, then only the travel expenses incurred to the domestic border may be reimbursed (Section 7 subsection 4 in conjunction with Section 6 subsection 1 sentence 2). Cost estimates (ground, sea, or air freight) must contain a firm and binding total price (maximum price) together with the following detailed information:

- estimated amount of belongings to be transported in m³
- margin of error in the estimation of amounts transported
- confirmation of having inspected property intended for transport
- type and quantity of transport containers
- charges for packing, loading and transport to airport or port
- freight charges
- charges for port and customs clearance
- charges for transport from the airport or port to the new residence, unloading, etc.
- other charges
Three offers must be obtained for moves that are particularly extensive.

4. Repayment of moving expenses

If you leave the service of the Free and Hanseatic City of Hamburg for personal reasons within two years of completing your move, you are legally bound to reimburse compensation for moving costs.

If you have any questions, a member of Team 631 will be more than happy to assist you (located at Mittelweg 177, 20148 Hamburg):

Initial letter of your last name: A-Z: Ms. Madleen Barkhahn, Tel: +49 40 42838-4416 (Room S4008), Email: madleen.barkhahn@uni-hamburg.de

Reimbursement of moving expenses for non-professorial staff:

Generally, the Presidium is responsible for affirming and approving the reimbursement of moving expenses for the appointment of university teaching staff relocating to Hamburg. In certain justified cases the person in charge of the respective cost center (managing director or department head) may submit an application to the head of administration (Kanzler) for a reimbursement of moving expenses for circumstances other than professorial appointments. Approvals are made on a case-by-case basis.

The following shall apply to financing from externally funded projects:

With respect to financing from externally funded projects, the respective managers for the externally funded projects shall decide whether pursuant to the German Federal Moving Expenses Reimbursement Act (Bundesumzugskostengesetz, BUKG) the reimbursement of moving expenses will be affirmed and approved and thus reimbursed in accordance with legal provisions, because he or she is ultimately responsible for the budget within the scope of legal provisions or the sponsor’s rules and regulations. The manager of the externally funded project must approve the reimbursement of moving expenses in written or electronic form. Approval may only be granted to employees who are financed through the externally funded project. The approval of any reimbursement of moving expenses may only be made if a reimbursement of moving expenses is permitted by the external funding sponsor’s rules and regulations and these expenses can be entirely covered by the externally funded project.

Reimbursement cases pursuant to BUKG shall be handled by Team 631 in the Section for Human Resource Services for Civil Servants and Special Agreements. This is preconditioned on completely filling out the forms from the Human Resources Department (Personalamt) of the Free and Hanseatic City of Hamburg (see https://www.intranet.uni-hamburg.de/themen/berufungen/berufungsverhandlungen/umzugskosten.html).