



Information sheet

on the partial reimbursement of relocation costs to newly appointed professors at the UZH who are moving from abroad

The University of Zurich (UZH) offers a relocation package to support newly appointed professors who are required to relocate to Switzerland in order to take up their employment at UZH. The partial reimbursement of relocation costs can only be effected on request **within one year** of the beginning of the professorship.

The financial contribution of UZH towards the costs of relocation comprises the following amounts and services:

Relocation within Europe	$\frac{3}{4}$ or a maximum of CHF 15'000.-
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Relocation from overseas	$\frac{3}{4}$ or a maximum of CHF 24'000.-
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The following are considered to be relocation costs:

- Moving furniture, fixtures, household effects, cars, motorcycles, bicycles, etc. from the previous to the new domicile;
- Personal transportation on the direct route for the professor, the partner, and any children living in the same household;
- Services from real estate agencies (for apartments and houses in Switzerland only);
- Storage of relocation goods (furniture, household effects, etc.) for a maximum of 92 days.

The following costs are not eligible for reimbursement:

- Personal or possession transportation for other relatives or acquaintances;
- Transportation of pets, including kenneling and support costs (e.g. quarantine);
- Hotel and meals on the trip from the old to the new domicile;
- other costs not listed under the costs eligible for reimbursement.

Procedure

1. The professors pay the relocation costs themselves.
2. After payment, the request for reimbursement is submitted by e-mail to the UZH Professorships Department (susanne.kammerer@prof.uzh.ch) including the following attachments:
 - bills with name of client;
 - transfer receipt(s) (bank, credit card) with date(s) of payment(s);
 - other documentation and receipts;
 - if there is more than one position for reimbursement: summary of all costs incurred.
3. Reimbursement of costs is made with the next salary payment.

Demand of repayment of a share of the relocation costs

The UZH will demand repayment of a share of the relocation costs if the recipient leaves the university for another position before completing six full years of service – three full years for an assistant professor.