

Maastricht University Bicycle Scheme (*Fietsregeling Universiteit Maastricht*)ⁱ

To encourage the use of bicycles for travelling between home and the work place and between different UM locations, the executive board approved the Bicycle Scheme Maastricht University.

1. Definitions

1. Bicycle: cycle with or without electronic assistance;
2. NFP: Nationale Fiets Projecten;
3. tax-friendly purchase or settlement: a purchase, or settlement, where your own contribution will fully or partially be settled by using your employment conditions. In accordance with Article 7 and the tax rules and legislation;
4. UM-contribution: contribution the employee receives from the UM towards the cost of purchase of a bicycle with a maximum value up to €340,00;
5. own contribution: the amount equal to the bicycle's cost of purchase price minus the UM contribution, plus the costs for the insurance premium, accessories and maintenance;
6. Threshold amount¹: the maximum amount to exchange employment conditions according to the selection model including cost of purchase, insurance, maintenance and accessories of the bicycle.

2. General conditions

1. Employees of Maastricht University (UM) in accordance with the Collective Labour Agreement of Dutch Universities (*CAO Nederlandse Universiteiten*) will receive a UM contribution for the purchase of a bicycle no more than once every 36 months. The aforementioned is in accordance with the terms and conditions of this regulation;
2. Once every 36 months a bicycle can be purchased in a tax-friendly way up to the threshold amount;
3. The own contribution will be settled on a tax-friendly basis up to the threshold amount;
4. The bicycle can be bought through the Nationale Fietsprojecten (NFP) or otherwise in accordance with the conditions in this regulation;
5. Together with the purchase of the bicycle, vouchers for accessories and maintenance can be bought up to an amount of € 240,00. Reimbursement will only be settled if the amount is mentioned on the NFP form or it is part of the request in article 4.2.

3. The purchase of a bicycle through the *Nationale Fiets Projecten*

1. If the bicycle is purchased through the *Nationale Fiets Projecten*, Maastricht University will pay the bill directly to NFP provided that the costs of the bicycle including insurance, maintenance and accessories do not exceed the threshold amount;
2. If the bicycle is bought through the "Nationale Fiets Projecten" and the costs exceed the threshold amount the employee has to provide a single deduction permission to NFP.

¹ As of 01-04-2013 the threshold amount is €2,500 including VAT.

4. The purchase of a bicycle other than through the *Nationale Fiets Projecten*

1. If a bicycle is purchased in any other way than through the *Nationale Fiets Projecten*, the purchase price, the insurance of the bicycle and costs for accessories and maintenance must be settled directly with the shopkeeper or supplier. The UM contribution will be settled with the employee afterwards. His/her own contribution will be settled by means of the employment conditions which s/he would like to renounce;
2. The own contribution will be settled on a tax-friendly basis after the employee has submitted the original invoice with a receipt in compliance with this regulation.

5. UM contribution

The employee will receive the UM-contribution once every 36 months if:

1. The employee has an employment contract for at least another 11 months and for at least 10 hours per week;
2. The employee is not appointed as a student-assistant.

6. Declaration

1. The bicycle contribution will only be awarded after an application is received from the employee. The employee must declare the following when making an application:
 - a. that the distance from his/her place of residence to his/her place of work at the UM is not more than 15 kilometres (single journey) and that he/she will use the bicycle for travelling to and from work for at least more than half of the year. If the distance between his/her place of residence and his/her place of work is more than 15 kilometres, the employee must show that it is probable that he/she will use the bicycle for travelling to and from work for at least more than half of the year;
 - b. that if the bicycle is purchased with the help of a contribution from the UM, he/she has no right, for a period of one year, to any contribution towards the costs of travelling to work. However, if the amount of such a contribution is greater than the UM contribution on the day on which the bicycle is furnished, he/she retains the right to a contribution. The contribution towards the costs of travelling to and from work is then the amount by which the UM bicycle contribution is exceeded;
 - c. that if the bicycle is purchased with the help of a UM contribution, he/she does not qualify for a car parking space made available by the UM for a period mentioned in article 2.1;
 - d. that he/she relinquishes a part of his/her employment benefits in the way as indicated by him/her in the application;
 - e. that he/she is aware of and agrees to the provisions made in this regulation.
2. A request submitted more than two months after purchasing the bicycle will not be processed.

7. Employment benefits

UM will settle the own contribution in a tax friendly way up to the threshold amount if the employee renounces employment conditions via the Selection Model² by means of:

- a. a once-only deduction of his/her net salary, or
- b. a deduction in no more than 12 instalments and a minimum amount of €15 per month of his/her net salary, (BE AWARE: this is a staff loan and according to tax rules a standard interest will be charged to the employee. The tax office will determine the standard interest annually³. The monthly instalment will be increased by the interest). or
- c. (part of) the holiday bonus or end-of-year bonus, and/or holiday and leave hours in compliance with the UM Employment Conditions Selection Model. Deployment of the holiday bonus or end-of-year bonus is at most equal to the current claim at the time of purchase of the bicycle.

8. Other provisions

This regulation comes into force on 1 January 2014 and replaces from that date the former approved UM Bicycle Scheme.

ⁱ This regulation is a translation of the Dutch text of 'Fietsregeling Universiteit Maastricht'. In case of a difference of interpretation, this translation cannot be used for legal purposes and the Dutch text of this regulation will be binding.

² Employees who make use of the 30% tax rule regulation, are limited in the use of the Selection Model. These employees are able to buy a bicycle and receive the UM contribution. The own contribution can be settled through the Selection Model provided the Selection Model offers the opportunity.

³ More information can be found on the website of the Tax Office.