

SIPRI Moving Costs Guidelines

SIPRI covers some moving costs of research staff, as indicated below. In general, SIPRI will cover these costs through direct payment rather than reimbursement, but the latter option is available if necessary. Costs are generally only covered for contracts that are two years or longer.

Eligibility and Payment of Moving Costs

Programme Directors, Senior Researchers and Researchers:

- SIPRI covers verified moving and travel costs up to levels indicated below for Programme Directors, Senior Researchers and Researchers, their spouses and children.
- This includes economy class travel including checked luggage (usually approximately 21 kg) per person, plus carry-on.

Research Assistants:

- For Research Assistants, SIPRI only covers personal travel costs – economy class, including checked luggage (usually approximately 21 kg) per person, plus carry-on.
- Moving costs are not covered.

Determination of moving costs

SIPRI reserves the right to determine a reasonable moving cost. The following limits serve as guidelines for deciding how much can be paid for, which will vary according to size of family and other considerations:

- **Sea Freight:**
 - Families: Up to a 20-foot container (approximately 33 cubic meters) and necessary insurance.
 - Singles: Up to 22 cubic meters.
- **Road Freight within Europe:**
 - Families: Up to 17-18 cubic meters in a moving truck and necessary insurance.
 - Singles: Up to 11 cubic meters and necessary insurance.

These limits reflect the scales and categories used by most moving companies combined with cost considerations.

Additional costs for extra cubic meters or specific insurance needs are borne by the employee.

Choice of Moving Company

SIPRI selects the most cost-effective moving company, choosing between road, sea, or air freight based on the move's specifics. The employee is responsible for obtaining and presenting at least three quotes from different moving companies. These quotes are reviewed by the Facility Officer, who will select which options to proceed with. The Facility Officer may also suggest alternative solutions if more cost-effective or suitable options are available. The Facility Officer will consider the quality of service provided by different moving companies and their reputation in determining what is cost-effective.

Non-Covered Costs

SIPRI does not cover:

- Cleaning and packing services (unless the selected moving company requires that they complete the packing)
- Customs duties
- Transportation of cars, boats, motorcycles, or animals

Shared shipping options are considered for cost and environmental benefits.

Tax Considerations

RUT Deduction:

- If moving within the EEA or from Switzerland, employees may be eligible for a 50% tax deduction on moving costs (up to SEK 75,000 per person annually), applicable for moves between residences or for storage. This applies only to your own expenses, and it is the employee's responsibility to apply for this deduction independently. SIPRI does not assist with this process.

Fringe Benefit Tax:

- According to the Swedish Tax Agency, relocation reimbursements are subject to fringe benefit tax, deducted from the employee's salary unless exempt under [expert tax regulations](#).

Customs Duty Considerations

When returning to your home country check for potential local Customs duties on new furniture.

Procedure for Moving to Sweden

1. After signing your employment agreement, prepare a cost estimate with the Facility Officer, who will present the proposal to the Head of Operations if necessary.
2. Once you receive approval for the most cost-effective proposal, proceed with booking the move.
3. You are responsible for receiving your belongings upon arrival.
4. For flight bookings, you will need to provide a project number; please check with your line manager to confirm which number to use.

Procedure for Leaving Sweden

1. Discuss moving options with the Facility Officer to determine the most cost-effective solution.
2. The Facility Officer presents the proposal to the Head of Operations.
3. Once you receive approval for the proposal, proceed with booking the move. Any costs exceeding the agreed amount will be deducted from your final salary.

Responsibilities

Employee:

- If reimbursement will be required, provide all necessary documentation and receipts.
- Plan the move well in advance and coordinate with the Facility Officer.
- Ensure the reception of belongings upon arrival.
- Please note that you, as the employee, are fully responsible for all aspects of the move, including any potential loss, damage, or issues that may arise. SIPRI will not be liable for items lost, damaged, or compromised during the relocation process.

Facility Officer:

- Assist in preparing cost estimates.
- Help determine the most cost-effective moving options.
- Oversee the booking and logistics of the move.

Emergency and Special Situations

In case of delays, damage, or loss of items, contact the Facility Officer immediately who will help as much as possible.

Contact Information

For any queries or assistance regarding your move, please contact:

IngMarie Bohmelin, Facility Officer at: ingmarie.bohmelin@sipri.org

If issues arise

The Director will decide interpretation of guidelines if issues arise in specific cases.

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