Summary for Employee Relocation/Moving Reimbursement

With the Reimbursing Employee Relocation/Moving Costs Guidelines and Procedures, CUNY has established a process and method for providing relocation/moving reimbursement to eligible CUNY employees. The reimbursement of these costs may be used as a tool to assist in the recruitment of highly qualified candidates.

As part of the changes to the federal tax law, all reimbursements for relocation/moving expenses will be reported as taxable income on the employee’s W-2 form. Relocation/moving expenses are subject to federal withholding but not New York State or local withholding.

Relocation/moving costs will be reimbursed only after the expense has been incurred, the appointee has commenced work at CUNY and the required documentation have been submitted. Employee must return reimbursement if they separate from CUNY within two years of the receipt of the reimbursement.

Take the time to familiarize yourself with the Reimbursing Employee Relocation/Moving Costs Guidelines and Procedures.

Eligibility Criteria
- Initial appointed to a full-time annual salaried position as full Professor or as an Executive Compensation Plan (ECP) employee
  - The College President must approve any exception
- The distance between the appointee’s previous workplace and the new workplace must be a minimum of 100 miles and the distance between the previous residence and the new workplace must be a minimum of 100 miles.
- The maximum reimbursable amount must be specified in the appointee’s offer letter.

Reimbursable Items
- The basic cost of moving household goods and personal effects with a commercial carrier from the previous residence to the new residence near the new place of employment (three quotes must be submitted*)
- The cost of packing and/or unpacking household and personal effects if the carrier used provides such services
- The basic cost of moving household goods and personal effects by rental of trailers or trucks from a commercial establishment (three quotes must be submitted*)
- If a commercial carrier or rental trucks are not used (e.g., a friend moves you using their truck), a reimbursement up to $200 will be considered
- If the appointee uses a personal vehicle to transport their immediate family, mileage may be reimbursed at the moving mileage rate for the shortest highway route between the two places of residence
  - Lodging may be reimbursed if the lodging occurs within the vicinity of the shortest highway route
- One-way economy class tickets for the appointee and their immediate family (three quotes which may be obtained online must be submitted *)

Non-Reimbursable Expenses
- Cost of any household goods and personal effects in excess of 12,000 pounds
- Costs of moving pets
- Costs of meals during relocation/move
- Costs related to finding and buying a residence or rental property, or finding or living in temporary quarters

Reimbursement Submission
- Complete an expense report in CUNYfirst for the eligible relocation/moving expenses actually incurred
  - See Job Aid for Reimbursing Employee Relocation/Moving Costs
- Required supporting documents:
  - Copy of the executed Offer Letter
  - Completed CUNY Request/Agreement for Moving Expense Reimbursement Form
  - Copies of three quotes provided by commercial carriers, truck/trailer rental establishments or airlines
  - Original documents, including receipts for all expenses claimed, proof of actual payment, and an original or copy of the Bill of Lading or Freight Bill
  - Expense Itemization Worksheet
  - Statement of Automobile Travel

* Reimbursements will be made at the rates proposed in the lowest quote.