

Summary for Employee Relocation/Moving Reimbursement

CUNY's [Reimbursing Employee Relocation/Moving Costs Guidelines and Procedures](#), effective March 15, 2019, establish the process and method for providing relocation/moving reimbursement to eligible CUNY employees. Colleges may use the reimbursement of these costs as a recruitment tool for highly qualified candidates.

Federal tax law requires employers to report all reimbursements for relocation/moving expenses on the employee's W-2 form. Relocation/moving expenses are subject to federal withholding but not 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 has been entered and approved in the CUNYfirst system.

Employees must return reimbursements if they separate from CUNY within two years of receipt of the reimbursement.

Eligibility Criteria

- Initial appointment to a full-time annual salaried position as full professor or Executive Compensation Plan (ECP) employee. The president must approve exceptions to the title eligibility restrictions above in writing.
- Distance between the appointee's previous workplace and new workplace must be a minimum of 100 miles.
- Distance between the appointee's previous residence and new workplace must be a minimum of 100 miles.
- The maximum reimbursable amount must be specified in the appointee's offer letter.

Reimbursable Items

- Basic cost of moving household goods and personal effects with a commercial carrier from previous residence to new residence near the new place of employment (three quotes must be submitted*).
- Cost of packing and/or unpacking household and personal effects if the carrier used provides such services.
- 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 truck is not used (e.g., a friend moves you using their truck), reimbursement of up to \$200 will be considered.
- If new hire 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. Over course of drive, 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 *)
- *The use of travel rewards (e.g. airline miles, hotel points, car rental points) will not be reimbursed.*

Non-Reimbursable Expenses

- Cost of moving 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 to finding or living in temporary quarters.

Reimbursement Submission – Must be Paid from BAR01-Tax-Levy

- The office of dean or vice president must establish a Travel & Expense User Profile for the appointee in CUNYfirst, charging the reimbursement to BAR01-Tax-Levy. The office of dean or vice president must also collect and upload into a **CUNYfirst Expense Report** all the following required appointee and Baruch supporting documents:
 - Copy of the executed Offer Letter(s) that specifies the maximum reimbursable amount for relocation/moving.
 - Copy of presidential approval for any exception to the title eligibility restrictions.
 - 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 the original or copy of the Bill of Lading or Freight Bill.
 - [Expense Itemization Worksheet](#)
 - [Statement of Automobile Travel](#) (if applicable)