

Memorandum

To: Department Chairs & Department Assistants

From: Luz Ramirez
School of Arts & Sciences

Date: January 7, 2020

Re: **REVISED--Moving Reimbursement Guidelines for new faculty**

*****IMPORTANT: Moving expenses are only covered for transportation from your old home address to your new home address and should be no less than 35 miles. You can only use one moving company for your entire move. You can also be reimbursed for the travel expenses for you and your family (e.g.: airfare tickets, but you must submit 3 quotes from other airlines for the airfare for each traveler).**

In order to submit moving reimbursement receipts for a new faculty they must submit the following:

1. **Please note that moving reimbursements are now taxable.**
2. Must provide 3 original estimates or quotes from different moving companies.
3. Please make sure that you also include an itemized list of goods that will be delivered (the moving company usually provides this along with your quote).
4. Receipt required for reimbursement: Original bill of lading showing breakdown of costs involved in the move.
5. Proof of payment (either a copy of the credit card statement or a copy of their bank statement showing the payment).
6. **You may also be reimbursed for the travel expenses for you and your family (e.g.: airfare tickets, but you must submit 3 quotes from other airlines for each traveler).**
7. Please provide a copy of the new faculty's appointment letter with all the necessary signatures.
8. On a piece of paper, we need the new faculty's previous home address, previous work address and social security number.
9. The new faculty must complete the "Request/Agreement for Moving Expense Reimbursement" form (signed by new faculty and the Dept. Chair).
10. **** If hiring someone outside of the New York State area, the Department Chair must submit a justification letter stating that "they could not find a candidate within the New York State".**

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11. Employees must return reimbursements if they separate from CUNY within two years of the receipt of the reimbursement.
12. Effective January 1, 2018, as part of the new federal tax law changes, all reimbursements for moving expenses must be reported as taxable income on the employee's W-2 form. In order to comply with these new changes, the relocation reimbursement must be paid from the same funding source where the appointment occurs (i.e., the employer). Moving expenses are subject to federal withholding but not New York State or local withholding. Refer to section VIII for further details.
13. **Please note :** The claim must be made within one year from the effective of the effective date of the appointment. The claim cannot be made prior to being on payroll.

*****Please give a copy of this Memo to the new faculty so that they plan accordingly.**

For additional questions regarding the moving reimbursement, please contact Luz Ramirez at (212) 772-5521 or email: Luz.Ramirez@hunter.cuny.edu