Moving Policy Guidelines

NYU Steinhardt reimburses newly hired faculty for relocation expenses per the NYU Business Expenses Policy (see pages 19 and 20).

**Moving Using a Vendor**

The following four vendors are NYU approved moving companies. Please reach out to them directly for estimates. Steinhardt can pay these vendors directly, reducing your out of pocket expenses. We suggest you obtain multiple estimates in advance of your move-in date to ensure you select the service provider most appropriate for your move. Please discuss insurance coverage with the carrier you choose.

- **Armstrong Relocations or United Van Lines**
  - Contact Person - John Silvernail
  - jsilvernail@goarmstrong.com,
  - (585) 749-1643

- **Allied Van Lines**
  - Contact Person - Jamie Shull
  - jamie.shull@alliedvan.com,
  - (260) 429-1130

- **Beltmann Relocation Group or North American Van Lines**
  - Contact Person - Lisa Thompson
  - (973) 424-1280

- **Collins Brothers Moving Corporation**
  - Contact Person - Linda Foley
  - (800) 861-4730, ext. 726

Moving estimates should be sent to the Steinhardt Office of Faculty Affairs (Steinhardt.facultyaffairs@nyu.edu) to initiate your relocation. Copies of multiple bids or estimates may be required in non-standard cases. Contact Steinhardt Faculty Affairs if you wish to use an alternate vendor.

**Moving Using Out-of-Pocket Reimbursement**

Receipts related to the move are required for reimbursement. In general, new faculty must complete their move within one-year of their initial start date to be reimbursed.

**Moving Cost Cap**

The following are total moving costs caps for payments made either to a vendor or as an out-of-pocket reimbursement. Exceptions may be made on a case by case basis:

- Moves of 100 miles or less $1,500
- Moves of 101-300 miles $3,500
- Moves of 301-500 miles $4,500
- Moves of 501-700 miles $6,500
- Moves of 701-900 miles $7,900
- Moves of 901 miles or more $10,000

**Tax Implications**

When the University makes payment to a vendor directly or reimburses an employee who has already paid a vendor, the payment will be imputed to the recipient for federal tax purposes only (assuming the NYS/NYC non-taxable conditions have been met) and will be subjected to appropriate withholding taxes. Because tax laws are subject to change, you are strongly encouraged to discuss relocation reimbursement tax ramifications with your tax advisor.
To mitigate the tax burden, a one-time fixed payment of additional compensation will be made to faculty as follows:

- Moves of 100 miles or less $ 500
- Moves of 101-300 miles $1,100
- Moves of 301-500 miles $1,700
- Moves of 501-700 miles $2,300
- Moves of 701-900 miles $3,100
- Moves of 901 miles or more $4,200

**Moving Expenses Covered Under this Policy Include:**

- Household goods, which are personal effects of the employee and the immediate family of the employee. Examples include furniture, clothing, musical instruments, household appliances, and other items that are usual and necessary for the maintenance of a household and may be transported legally in interstate commerce.
- Transportation charges for one continuous move of household items and personal effects from the faculty member's current residence to the NYC area. Including one extra stop at the origin and destination, if required, to transport professional office materials.
- Container, packing, and unpacking costs for household items, including book cartons, wardrobes, linen cartons, dish packs, mattress cartons, and corrugated cartons for mirrors and pictures.

**Moving Expenses Not Covered Under this Policy Include:**

- Charges for moving office equipment (furniture, cabinets, etc.), plants, perishable food, spoilable items, firewood, building materials, jewelry, frozen food, and flammable items.
- Expedited service.
- Costs for replacing household items not transported to the New York City area.
- Costs for temporary living expenses and storage of goods (unless necessitated by delay in previously promised availability of University housing).
- Costs associated with moving an automobile, trailer, or boat. Costs associated with moving domestic and non-domestic animals.
- Cost of additional insurance coverage.
- Other expenses associated with the following items for which reimbursement will not be forthcoming include: property for resale, property not owned by the family, farm equipment, livestock, items used in a personal business, and other items that might be found in a household that the carrier cannot or will not allow to be placed in the moving van.

**Travel Expenses Associated with Relocation**

For faculty members and immediate family, reasonable and customary expenses for transportation to the new location are reimbursable. This includes a one-way coach airfare for each immediate family member who will reside permanently with you. To minimize out-of-pocket expenses, please arrange your air travel through the Office of Faculty Affairs. If driving, reimbursement is at the customary flat mileage rate, up to the amount of a one-way coach airfare ticket.