Moving Policy Guidelines

Introduction

It is the usual practice of NYU Steinhardt to reimburse newly hired tenured and tenure track faculty for relocation expenses. Generally, the "moving expenses" includes those expenses directly related to the moving of household items and personal effects from the employee's former residence to the new residence. To be eligible for reimbursement, new faculty must complete their move within one year of their initial date of appointment.

Please see the NYU Business Expenses Policy (pages 19 and 20) for reimbursement limits and additional information especially those related to appropriate NYS/NYC withholding of taxes.

Moving

Four carriers have been selected that will provide complete service associated with moving household goods covered by this policy. Please discuss insurance coverage with the carrier you choose. Any of the following four carriers should be contacted directly for assistance with relocation. It is recommended to obtain multiple estimates to ensure that you select the most reliable and professional service provider for the move.

- Armstrong Relocations or United Van Lines at (585) 749-1643 Contact Person - John Silvernail; jsilvernail@goarmstrong.com
- Allied Van Lines at (260) 429-1130 Contact Person - Jamie Shull; jamie.shull@alliedvan.com
- Beltmann Relocation Group or North American Van Lines at (973) 424-1280. Contact Person - Lisa Thompson
- Collins Brothers Moving Corporation at (800) 861-4730 ext. 726 Contact Person Ms. Linda Foley

Each of the above moving companies will provide you with an estimate that you can forward to the Office of Faculty Affairs, who will then generate a purchase requisition/purchase order. In non-standard cases copies of other bids or estimates may be required. Once the move is complete, you will need to notify your department administrator so that payment will be made directly by NYU Steinhardt to the moving company you have selected, thus minimizing the out-of-pocket expenses you may have to incur. Please be sure to check with each company regarding the insurance coverage provided.

Please note that whether relocation expenses are paid directly by the University or are issued as reimbursement to the employee, the University is required by law to include payments for these expenses as income for NYS/NYC tax purposes in the employee's W-2 form and to deduct appropriate NYS/NYC withholding taxes on this income from the employee's paycheck.

If you select an alternate carrier, please verify that they will accept a University purchase order. If they are unable to do so, you will receive reimbursement for your expenditures once you submit your original receipts and any other documents related to the move. If an alternate carrier is used, all allowable reimbursement costs will be based on the rates quoted by Armstrong Relocation, Collins Brothers or Beltmann Relocation Group. The same policies listed in this agreement apply regardless of carrier.
**Reimbursement**

Expenses reimbursed under this policy are:

- 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.

Expenses not reimbursed under this policy are:

- 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 NYC 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**

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. If driving, reimbursement is at the customary flat mileage rate, up to the amount of a one-way coach airfare.

To minimize the need for any out-of-pocket expenses associated with air travel, please arrange payment for this through the Office of Faculty Affairs, who will charge the airfare to the department’s Corporate Travel Account (CTA).