



Albert Einstein College of Medicine

Relocation Financing Policy

I. Purpose

This memorandum sets forth the policies and procedures applicable to requests for reimbursement of relocation expenses for newly hired eligible faculty.

II. Scope

Participation in this program is at the discretion of the Dean. With the Dean’s consent, the Albert Einstein College of Medicine (Einstein) Relocation Financing Program is available to:

1. Full-time faculty of Einstein at the rank of Assistant Professor and higher
2. Full-time Deans, Senior Associate Deans, Associate Deans, or Assistant Deans of Einstein.

If both a husband and wife are eligible (in accordance with above), only one request will be approved.

II.A. RELOCATION AND REIMBURSEMENT TIME CONSTRAINT

Relocation must be completed within one year of commencement of employment. All receipts must be submitted within three months of relocation.

II.B. DISTANCE TO EINSTEIN

Einstein must be 50 miles farther from the old residence than the previous workplace.

II.C. LIMIT OF FINANCING

Einstein will reimburse an eligible faculty member for all covered expenses incurred in the move of her/his household goods, based on the shortest driving distance, up to the following maximum amounts.

Distance Moved	Maximum Reimbursement of Actual Expenses up to:
Greater than 2,000 miles	\$7,500
Greater than 1,000 miles and less than 2,000 miles	\$6,000
Greater than 500 miles and less than 1,000 miles	\$5,000
Greater than 50 miles and less than 500 miles	\$4,500

II.D. COVERED EXPENSES

II.D.1. Travel Expense Guidelines

Covers one trip that is the shortest and most direct route available.

- **Airline Travel** – Regularly scheduled economy or tourist class transportation should be used. Travel expenses to and from airports and inter-city fares in connection with the relocation may be included.
- **Other Forms of Public Transportation** – Economy or tourist class transportation should be used. Travel expenses to and from train/bus terminals and inter-city fares in connection with the relocation may be included.
- **Private Automobile Travel** – Travel by private automobile will be reimbursed at the rate allowed by the Internal Revenue Service (\$.19 per mile for 2017), plus tolls and parking costs. The cost of gasoline is included in the standard mileage reimbursement rate.
- **Hotel Accommodations** – Eligible applicant requiring overnight accommodations will be reimbursed on the basis of reasonable costs incurred up to a maximum of \$200 per night. Exceptions must be approved by the Dean’s office.

II.D.2. Household and Personal Effects Moving Expenses

Payment will be made by Einstein to a licensed mover (selected by the Purchasing Department) for the transportation expenses for normal household goods, furnishings and personal effects. Includes storage expenses for the next 30 days after items are moved to the new residence. In-transit insurance covering the foregoing items and the packing/crating at origin and unpacking at destination are also covered pursuant to this Policy. All of the above expenses are included in each of the specific limits. The applicant is responsible for paying the mover directly for transportation expenses for items other than those specified above and for items other than those approved for payment by Einstein to the selected mover.

II.E. PROCEDURE FOR PAYMENT OF MOVING EXPENSES

The applicant must:

- Contact the Einstein Purchasing Department (718-430-3001) for instructions on selecting appropriately licensed movers.
- Obtain written transportation expense estimates from a licensed mover recommended by Einstein as well as from two additional licensed movers of applicant’s choice. Send the transportation estimates to:
Procurement Services
1300 Morris Park Avenue
Bronx, New York 10461 or
E-mail aepurchasing@einsteinmed.org

Note: The written estimates must be sent to Procurement at least two months prior to the expected moving date to allow ample time for processing. Otherwise, the applicant is personally responsible for payment to the mover; Einstein will reimburse the applicant at a later date.

The applicant’s departmental administrator at Einstein will initiate a Purchase Requisition on behalf of the applicant.

Procurement will complete the requisition once a mover has been selected and will assign a Purchase Order Number.

Appropriate payment will be made directly to the mover by Einstein based on the purchase order; the invoice must be approved by the applicant's Chair.

Under no circumstances will the Purchase Order exceed the maximum reimbursement allowed (see above chart), nor will the payment by Einstein on that Purchase Order exceed \$7,500.

II.F. PROCEDURE FOR REIMBURSEMENT OF TRAVEL EXPENSES

- Applications for relocation financing may be obtained from Procurement Services by E-mailing aepurchasing@einsteinmed.org
- Fully completed applications with supporting documentation should be submitted to:
Procurement Services Belfer 105
1300 Morris Park Avenue
Bronx, New York, 10461
Or E-mail aepurchasing@einsteinmed.org
- Travel expenses will only be reimbursed for the cost of moving household and personal effects as described in section II.C. Therefore, reimbursement for travel expenses will not be made until the move is completed, to ensure that the limit is not exceeded.
- Reimbursement will be made through the applicant's direct deposit account on record.

II.F.1. Documentation of Travel Expenses

The following travel expenses, itemized on the application for reimbursement, must be substantiated by documentation:

- Transportation Costs:
 - Airplane ticket stubs
 - Automobile parking and toll receipts
 - Bus ticket stubs
 - Railway ticket stubs
 - Cab fare receipts
 - Hotel bills

The original receipts, bills and stubs must be attached to the application for relocation financing when presented for review and reimbursement. Due to auditing requirements, reimbursement may be disallowed unless appropriate substantiation is supplied.

II.G. INTERNAL REVENUE SERVICE REQUIREMENTS

Reimbursements of travel expenses and former-to new-residence travel expenses are not taxable. Only non-taxable expenses will be reimbursed which will be coded as "RELOCNTAX" on the employee's pay stub. Pre-move expenses are not reimbursable as these are taxable to the employee.

An employee can only deduct moving expenses that are not reimbursed by his/her employer.

Faculty should direct questions concerning tax status, correct reporting and allowance for deductions to the IRS or their personal tax advisors. An additional reference is IRS Publication 521 "Moving Expenses": <http://www.irs.gov/publications/p521/ix01.html>. (Be sure that you obtain the up-to-date publication for the year in which you will file.)

II.H. ADDITIONAL INFORMATION

Reimbursement will only be paid for expenses outlined in this policy. Any exception to the policy must be approved by the Senior Director of Procurement and Business Services.

If you require additional information, please contact Procurement Services at 718-430-3001.

III. Definitions

None.

IV. Effective Date

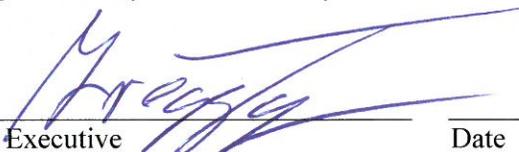
Effective as of: 1 August 2019

V. Policy Management and Responsibilities

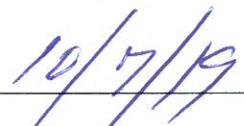
The Responsible Office under this Policy is the Procurement and Business Services Department. The Responsible Executive and the Responsible Officer under this policy are respectively, the Associate Dean of Administration and Finance and the Senior Director of Procurement and Business Services.

Questions relating to the implementation of this policy are to be directed to the Office of Procurement and Business Services.

VI. Approved (or Revised)



Responsible Executive



Date