



**NYU**

**LEONARD N. STERN  
SCHOOL OF BUSINESS**

## Moving Policy Guidelines

### Introduction

It is the usual practice of the NYU Stern School of Business to reimburse newly-hired tenured and tenure-track faculty for reasonable relocation expenses. Generally, the term "reasonable 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.

### Moving

The following is a list of moving companies that NYU has used for faculty relocations:

[Whalen's Moving & Storage Co., LLC](#)

(an agent for Allied Van Lines)

Heather Nappi

800-759-4253, extension 215

[hnappi@alliedagent.com](mailto:hnappi@alliedagent.com)

[Collins Brothers Moving Corporation](#)

(an agent for Atlas Van Lines)

Samantha Dietz

800-861-4730, extension 722

[samanthad@collinsbros.com](mailto:samanthad@collinsbros.com)

[Graebel](#)

Kathy Kooger

800-369-6683

[kkooger@graebel.com](mailto:kkooger@graebel.com)

[Clancy-Cullen Moving & Storage](#)

(an agent for United Van Lines)

Joe Gagliano

[jgagliano@clancy-cullen.com](mailto:jgagliano@clancy-cullen.com)

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. All requests for purchase orders above \$10,000 must include copies of other bids or estimates. Once the move is complete, you will need to notify your department administrator so that payment will be made directly by NYU Stern 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. Whalen's, for example, automatically provides replacement value transit coverage of \$5 per pound up to a maximum of \$100,000.

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.

## 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 which are usual and necessary for the maintenance of a household and which 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 which 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. To minimize the need for any out-of-pocket expenses associated with air travel, please arrange payment for this through your department administrator, who will charge the airfare to the department's Business Travel Account (BTA).