



# Yeshiva University Relocation Policy

## Overview and Reasons for this Policy

The University is committed to sound fiscal stewardship of university, federal, state, and local funds. In an effort to attract top candidates during the recruitment effort, Yeshiva University and its affiliates reserve the right to offer financial assistance to eligible newly hired full-time faculty and staff to cover a portion of the expenses associated with their relocation. All such expenditures must be reasonable, necessary and as economical as possible, and may only be provided if funds are available in the hiring department's approved budget. This benefit may only be offered with the prior approval of the hiring department's Dean or senior administrative leader and the Human Resources Department.

This Policy details the requirements for those who request, approve, or process relocation assistance and is intended to ensure that employees who incur valid relocation expenses for the convenience of the University are reimbursed in a fair and equitable manner, and said expenses are reported and recorded, consistently throughout the University, complying with applicable federal, state, and local regulations. This Policy also outlines the Internal Revenue Service (IRS) rules, in effect as of the date of this document, for the proper taxation and reporting of such relocation benefits. This Policy does not cover reimbursements of expenses associated with general employee business travel on behalf of the University.

Moving expenses may be allowable on contracts and grants, in compliance with the Uniform Guidance, granting agency, and terms and condition of the specific grant, provided that the source of salary funds and source of moving expenses are consistent, and within the dollar limits specified in this Policy. Reimbursements paid against a contract and grant account are also subject to policies established by the university or granting agency.

Scholarly Materials and Office/Lab Equipment: Expenses incurred for the relocation of a laboratory, library, scholarly collection or research/office equipment will not be considered household goods or personal effects to the extent that these items are relocated to University premises. These expenses may be considered ordinary and necessary business expenses of the University and will not be subject to the stated dollar limitations and tax reporting rules related to moving expenses. These expenses can be paid directly by the University or reimbursed to the employee under the University's general business expense policies and not under this relocation policy.

## Procedures

### Pre-Hire Procedures

Hiring departments that are considering offering financial assistance for relocation as part of the total compensation package must consult with the Human Resources department prior to extending offers of employment or offers of relocation assistance. The amount, type of assistance proposed, and potential financial and tax impact should be discussed with the proposed new staff or faculty member

as part of the negotiation process. Any offer of employment that includes relocation benefits requires a written letter of employment, appointment or contract that is approved in advance by the Human Resources department and the terms, including the maximum amount of such relocation benefit must be incorporated into that written letter. The hiring department and the Human Resource department should consult with the Yeshiva University Director of Tax to discuss the tax implications of the relocation benefit.

## **Eligibility**

To be eligible for a relocation benefit, the prospective employee's move and/or relocation must meet the following three conditions:

1. Eligible Positions - Full-time administrative positions at the Director level or above, as approved by the area Vice President and full-time faculty positions approved by the respective Dean. With written request and approval by the Chief Human Resources Officer, other positions may be considered on a case-by-case basis.
2. Time/One Year of Full-Time Employment - The employee must be expected at the time of hiring and actually remain employed on a regular, full-time basis in the University's service for at least one year, commencing on the date that the employee starts work at the University. For Faculty appointed on an academic basis, one year is defined as one regular academic session (Fall and Spring semesters). For all others, the new hire must be expected to be employed full-time by the University for a period of at least 39 weeks out of 52 weeks in the next 12 months. The employee's failure to remain employed by the university for at least one year will trigger the employee's responsibility to repay the full amount (including taxes) paid by and/or reimbursed by the University. The University may, at its discretion, waive all or part of the liability owed by the employee. Any such waiver must be approved in writing by the employee's department head or dean and the Chief Human Resources Officer. Prior to such approval, the department head or dean must notify Human Resources if the employee does not remain employed at the University for the requisite year. The Payroll Department shall take appropriate action to recover the funds.

3. Commuting Distance and Distance Moved - The distance between the employee's new work location and the former residence must be at least fifty (50) miles greater than the distance between the employee's old work location and the former residence and the employee's former residence must be located at least 75 miles from the new residence. In other words, the employee's commuting distance must have increased by at least fifty (50) miles one way. For example, if the original commuting distance from the former residence to the old work site was ten (10) miles, the new work site must be at least sixty (60) miles from the former residence (10 miles original commuting distance plus 50-mile increase).

## **Eligible Costs and Expense Limitations**

The University will reimburse employees for reasonable and necessary moving and related expenses up to the amount stated in the written appointment letter or contract, subject to the following dollar limitations:

### Distance Moved

Greater than 2,000 Miles

### Relocation Benefit Limitation

\$6,000

|                      |         |
|----------------------|---------|
| 1,001 to 2,000 Miles | \$4,500 |
| 500 to 1,000 Miles   | \$3,500 |
| 75 to 499 Miles      | \$3,000 |

Allowable expenses may include, but are not limited to the following: packing and shipping of household goods; travel (mileage, tolls, airfare, car rental, taxi); reasonable and necessary temporary living expenses while travelling, not in excess of Yeshiva's daily employee business travel rates; insurance and required storage during the move and up to 30 days after the move. Mileage reimbursement for use of a personal automobile instead of actual gas and tolls is limited to the IRS moving expense reimbursement rate at the time of the move. The department may approve the following relocation related expenses as long as the reimbursement does not exceed the above limits:

1. One pre-move house hunting, including travel, meals and lodging once an offer has been accepted;
2. Meals and lodging while occupying temporary quarters;
3. In-transit storage charges beyond 30 days;
4. Expenses related to the buying/selling/renting of an existing or new home

Reimbursements are limited to actual costs incurred up to the amounts agreed to by the department and the employee within the limits outlined in this policy. To be eligible for reimbursement, expenditures must be reasonable, necessary, and the terms of the reimbursement must have been included in the employee's appointment letter or contract.

Any expenses incurred by or for a prospective employee prior to offer and acceptance of employment are considered interview or recruiting expenses and not reimbursable moving and relocation expenses. Interview or recruiting expenses may be reimbursed to prospective employees in accordance with University's general travel and business policies in effect at the time such expenses are incurred.

### **University Approved Vendors**

Yeshiva University has a relationship with The Talbot Group, a full service relocation counseling firm to assist with relocation services. The university highly recommends using this service which includes estimating moving costs, selling an existing home, finding a new home and moving household goods. Please click [here](#) for additional information about The Talbot Group and the services it provides. A dedicated relocation counselor will manage the entire relocation process. For additional information please contact The Talbot Group at [yeshiva@thetalbotgroup.com](mailto:yeshiva@thetalbotgroup.com) or 866-404-0234.

In addition the university recommends Whalen's Moving <http://movewhalens.com/> or Time Moving <http://www.timemoving.com/> as alternate relocation companies.

### **Payment Methods and Employee Tax Consequences**

Payments of relocation benefits will be processed as a subsequent reimbursement of actual relocation related expenses incurred by the new hire upon the submission of receipts or other supporting

documentation. Reimbursement requests for relocation related expenses, supported by itemized receipts/invoices, must be submitted within 30 days after the new hire's move. The original receipts/invoices must be provided and meet the expense substantiation requirements as documented in the Yeshiva University Travel and Business Expense policies. In general, the receipts/invoices should demonstrate the date the item or service was purchased/provided, the total amount of the purchase, and the proof of payment. Relocation Advances may be granted in limited extenuating circumstances and must be approved by the CFO/Vice President for Finance and Director of Tax.

In accordance with current tax laws, all relocation benefits are taxable and will be reported as compensation income to the newly hired employee subject to applicable Federal and State income and employment taxes and withholding. **Accordingly, the employee's reimbursement amount will be reduced by any applicable and required tax withholdings and will be paid through payroll.**

### **Approval and Submission Procedures**

1. The new employee must complete Section 1 of of the New Hire Relocation Benefit Approval Request Form, attach all required receipts and documentation and sign the form.
2. The hiring department must complete Section 2 of the Request and obtain the approval and signatures of the hiring department's VP, Director, Dean or the Provost (for Faculty new hires). The hiring department should ensure that the relocation meets the requirements discussed above; is for an eligible employee who meets the Time and Distance tests, and that the terms of the relocation benefit are included in the new hire's written letter of appointment or contract.
2. The hiring department should submit the form and documentation to Human Resources.
4. The Form will then be submitted to the Payroll Department for payment on the next appropriate payroll.

### **Form**

New Hire Relocation Benefit Approval Request Form

<https://www.yu.edu/hr/relocation>

### **Related Documents/Policies**

IRS Publication 521, "Moving Expenses"

<http://www.irs.gov>

### **Effective Date**

Approved by the Vice President for Business Affairs and Chief Human Resources Officer on 2018

**AMENDMENTS TO THIS POLICY MAY BE NECESSARY DEPENDING ON IRS GUIDANCE**