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

I. **ELIGIBILITY:** The Mount Sinai Medical Center Relocation Financing Program is available to:
   o Full-time faculty of the School of Medicine at the rank of Assistant Professor and higher
   o Full-time Deans, Associate Deans or Assistant Deans of the School of Medicine

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

II. **RELOCATION TIME CONSTRAINT:** Relocation must be completed within three (3) months of salaried employment.

III. **REDUCTION OF DISTANCE TO MOUNT SINAI:** The new residence must reduce the applicant’s distance to Mount Sinai by at least 50 miles in order to qualify for financing. However, a faculty member who resides in housing supplied by another medical center and who is forced to vacate upon accepting a position at Mount Sinai is also eligible for relocation benefits even if he/she already lives within 50 miles of Mount Sinai. This benefit would be granted on an individual basis after review by the Department, the Dean’s Office and Human Resources.

IV. **LIMIT OF FINANCING:** The limit of financing is $7,500 for all covered expenses. Eligible applicants will receive approval for the actual cost of these covered expenses or the $7,500 limit, whichever is less. Reimbursement is charged pro rata to the fringe benefit account comparable to the source(s) from which the applicant’s salary derives.

V. **COVERED EXPENSES:**

A. **Travel Expenses:**
   o **Pre-Move Travel** – Reimbursement will be made for one pre-move roundtrip for the applicant and spouse for search of a new residence.
   o **Former-to-New-Residence Travel** – Reimbursement will be made for one-way travel from the former to new residence for the eligible applicant, spouse and dependent children of the household.
Hotel Accommodations and Meals – Reimbursement for hotel accommodations and meals will only be made when the method of travel necessitates staying overnight.

B. Travel Expense Guidelines

- **Airline Travel** – Regularly scheduled economy or tourist class transportation should be used. Travel expenses to and from terminals 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 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 of $.36 per mile, 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 $175 per night.
- **Meals** – Reimbursement for meals will be made for reasonable costs incurred up to a maximum of $65 per day per household person.

C. Household and Personal Effects Moving Expenses

Payment will be made by Mount Sinai to a licensed mover (selected by the Procurement Department) for the transportation expenses for normal household goods, furnishings and personal effects. In-transit insurance covering the foregoing items and the packing/crating at origin and unpacking at destination will also be included in the payment.

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 Mount Sinai to the selected mover.

VI. PROCEDURE FOR PAYMENT OF MOVING EXPENSES

The applicant must:

- Contact the Mount Sinai Purchasing Department (School 212-731-3834/Hospital 212-241-5860) for instructions on selecting appropriately licensed movers.
- Obtain written transportation expense estimates from a licensed mover recommended by Mount Sinai as well as from two additional licensed movers of applicant’s choice. Send the transportation estimates to:
Purchasing Department
Box 1661 (if School) or Box 3600 (if Hospital)
Mount Sinai Medical Center
One Gustave L. Levy Place
New York, NY 10029

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; Mount Sinai will reimburse the applicant at a later date.

Human Resources 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 Mount Sinai based on the purchase order; the invoice must be approved by the applicant’s Chairman.

Under no circumstances will the Purchase Order initiated by Human Resources and processed by Procurement exceed $7,500, nor will the payment by Mount Sinai on that Purchase Order exceed $7,500.

VII. PROCEDURE FOR REIMBURSEMENT OF TRAVEL EXPENSES

Applications for relocation financing may be obtained from Human Resources by calling 212-731-7727.

Fully completed applications with supporting documentation should be submitted to:

Human Resources
Box 1019
Mount Sinai Medical Center
One Gustave L. Levy Place
New York, NY 10029

Travel expenses will only be reimbursed if the cost of moving household and personal effects as described in sections V-C and VI is below $7,500. 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 paycheck.

Reimbursement for faculty members pending appointment will be delayed until the appointment has been endorsed by the Committee on Appointments and Promotions.
A. 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 and Meal Costs:**
  - Hotel bill
  - Meal receipts

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 of the fees as herein indicated is supplied.

Where receipts or bills are not available, an itemization of expenses incurred including the nature and date of the expenditure as well as the reason that documentation is unavailable must be included on the application for relocation financing.

B. Covered Travel Expenses

The types of travel expenses that are reimbursable are described in Section V-A of this policy.

C. Travel Expense Restrictions

Guidelines and limits on reimbursable travel expenses are described in Section V-B of this policy.

VIII. INTERNAL REVENUE SERVICE REQUIREMENTS

In accordance with IRS regulations, Mount Sinai will furnish to faculty who receive relocation financing benefits a detailed breakdown of reimbursement and payments of moving expenses on Form 4782, Employee Moving Expense Information.

Reimbursement of pre-move travel expenses is taxable. Reimbursement of former-to-new-residence travel expenses is not taxable, with the exception of meals. On the employee’s pay stub, taxable reimbursement will be identified by the code “RELOCTAX;” non-taxable reimbursement will be coded as “RELOCNTAX.”
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).

IX. ADDITIONAL INFORMATION

If you require additional information, please contact either Human Resources (212-731-7727) or Purchasing (School 212-731-3834/Hospital 241-5860) as appropriate.