



REQUEST/AGREEMENT FOR MOVING EXPENSE REIMBURSEMENT

Last Updated: 3/15 /2019

Pursuant to Section 202 and 204 of the State Finance Law, reimbursement is requested for moving and travel expenses for the CUNY employee below:

Last Name		First Name		MI	Suffix	CUNYfirst Employee ID	
Address of New Residence				City		State	Zip Code
Address of Old Residence				City		State	Zip Code
Previous Employer Name (include all employers who you worked for within the past 3 years from the date of appointment, include dates worked, if more than one include on separate sheet):							
Address of Previous Location				City		State	Zip Code
Dates Worked:		From:			To:		
Name of Current Employer:							
Address of New Work Location				City		State	Zip Code
Functional Title:	Payroll Title:	Part Time:	Date of Appointment:	Is it an Interim or Acting Appointment?		Duration of Appointment:	
		Full Time:		Yes No			
Distance in Miles (Shortest measurement along public highways):							
A. From old place of work to new place of work							
B. From old residence to new place of work							
If the distance in either (A) or (B) is less than 100 miles, the employee is not entitled to reimbursement							
Other Eligibility Criteria							
Have you previously been reimbursed by the State or City of NY or CUNY or one of its affiliated entities for moving expenses? Yes No							
If yes, date of previous move:							
Reason for Move (Check one of the following):							
<input type="checkbox"/> The reimbursement for relocation expenses is the result of initial appointment to a full time technical, scientific, education, professional or administrative position at a State funded CUNY college, and who meets the eligibly criteria set forth in CUNY Relocation/Moving Guidelines.							
<input type="checkbox"/> The reimbursement for relocation expenses is the result of initial appointment to a full time technical, scientific, education, professional or administrative position at a City funded CUNY college, and who meets the eligibly criteria set forth in CUNY Relocation/Moving Guidelines.							
Repayment of Relocation Expenses:							
In the event that the CUNY employee resigns or voluntarily separates within two (2) years of the effective date of employment at the University, he/she will be subject to reimburse the moving expense monies back to The City University of New York in accordance with Section 121 of the State Financial Law. If these monies cannot be collected, the claim will be transferred to the New York State Attorney General's Office who will take the actions necessary to collect the monies advanced. (For further guidance, see Section IX of the CUNY Moving Guideline.)							
Employee Agreement							
In consideration for the moneys received and/or to be received by me from the City University of New York for relocation and moving expenses actually incurred by me as a result of appointment in the service of The City University of New York, pursuant to Section 202 and 204 of the State Finance Law and the Regulations Governing the Reimbursement of Moving and Travel Expense promulgated by the Director of the Budget, I hereby certify and agree that in the event of my resignation or voluntary separation from the service of the City University of New York in the position to which I was appointed to, I will be subject to repayment of these relocation expenses as stipulated in the section above. The State or The City of New York will be entitled to the return of the principal sum advanced to me under the aforementioned sections of the State Finance Law and Regulations thereto appertaining, which amount will become due immediately upon said resignation or voluntary separation; and I further agree that The City University of New York may deduct said amount from any moneys due or accruing to me from The City University of New at the time of said resignation or voluntary separation. If there are no sufficient moneys due or accruing to me from The City University of New York, at that time, and if repayment has not been made, The City University of New York may enter judgment against me for the said sum advanced to me by virtue of Section 202 and 204 of the State Finance Law and the Regulations thereto appertaining, without further notice to me.							
Employee Signature						Date	
Certification of Appointing Officer							
I do hereby certify that I am the appointing officer, that the facts presented above are correct to the best of my knowledge and that all requirements of the law and regulations now in effect have been met.							
Appointing Officer Signature				Title		Date:	