

Knoxville Campus Policy: FI0450-K Moving Stipend	
Version 2	Effective Date: 12/17/2019

Office of Budget and Finance

Moving Stipend – Fiscal Policy FI0450

OBJECTIVE:

Fiscal Policy FI0450 provides guidelines on the payment of a moving stipend for newly hired faculty and staff members. This supplement provides additional requirements for the Knoxville and UTSI campuses.

Eligibility

Full time regular faculty and full time regular exempt staff. Only one stipend per household is permissible. Students are not eligible for moving stipends.

Coverage

Cost associated with house hunting, moving of household items, or temporary housing.

Approval

Pre-approval is required for Knoxville and UTSI faculty and staff from the Chief Business Officer, or designee, for any amount exceeding \$35,000. Steps to follow if greater than \$35,000:

1. The department must obtain the required prior approval prior to making the offer. The allowance should be clearly outlined in the offer letter.
2. The signed offer letter and pre-approval documentation should be attached to the electronic T-5 in Zap entry which will route to the Treasurer's Office for processing.

This should not be submitted to the Treasurer's Office more than 60 days prior to the employees start date according to policy.

Questions regarding the supplemental policy should be directed to the Office of the Sr. Vice Chancellor for Finance and Administration 865-974-4204.