

FI0450 Procedures: Stipend for Moving Expenses	
Version:0001	Effective Date: 09/01/2022

Objective

This procedure states the procedures for seeking approval to pay a moving stipend.

Scope

This procedure applies to all university employees.

Procedure

- I. **Seeking Required Approvals**
 - A. Departments must seek and obtain the appropriate required approvals stated in FI0450 before offering the amount to the prospective employee.
 - B. If the amount that the department would like to pay the prospective employee requires both the applicable Chief Business Officer's and Chief Financial Officer's approval, the Chief Business Officer will seek the Chief Financial Officer's approval. The Chief Business Officer will keep the department informed of the status.
- II. **Payment**
 - A. If the newly hired employee accepts the position and signs the official offer letter, the department will submit the following documentation into the ERP system for processing when the department is ready to pay the moving stipend:
 - 1.The offer letter that the newly hired employee signs.
 - 2.A completed T-5 (Moving Stipend Form).
- III. **Newly Hired Employee Begins Work via Remote Work**
 - A. If the department elects to withhold the moving stipend until the employee updates their home address in the university's ERP system, the department will state this fact in the offer letter.
- IV. **12-month Retention Obligation**
 - A. If the department elects to require the employee to work for the university at least 12 months or pay a prorated amount of the moving stipend back to the university, the department will state this fact in the offer letter.

- B. For purposes of calculating the amount, the department will base the amount on the gross amount (excluding taxes). If the employee leaves in the middle of a month, the university will round up to the full month for purposes of calculating the pro-rated amount.

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Accounts Payable	865-974-2302	tishamarshall@tennessee.edu

Related Policies/Guidance Documents

- [FI0505 – Accounts Payable](#)
- [FI0520 – Internal Transfers](#)