

FIN450–IPS: Moving Stipend	
IPS Procedure	
Version:0001	Effective Date: 06/10/2025

Objective

This procedure states additional rules or restrictions for all IPS employees regarding FI0450–Moving Stipend.

Scope

This procedure applies to all Institute for Public Service employees.

Procedure

In instances where IPS hires a University employee, which for clarification includes existing IPS employees, the employee will not be eligible for a moving stipend unless the employee is moving at least 200 miles between their designated duty stations, for their new IPS position.

Agency Executive Directors may approve for their respective agency and the IPS CBO for IPS Administration, requests for stipends valued up to a gross amount of \$5,000.00. IPS Vice President and IPS CBO will review for approval requests for stipends valued at more than \$5,000.00.

Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	IPS Admin	(865) 794-0968	rumira.xhaferaj@tennessee.edu
Policy Training	IPS Admin	(865) 794-0968	rumira.xhaferaj@tennessee.edu

Related Policies/Guidance Documents

FI0450.