

UT - Martin Procedure: FI0450-M Moving Stipend Policy	
Version: 2	Effective Date: 05/16/2024

1. PURPOSE

To enhance faculty/staff recruitment by assisting new regular employees with moving expenses.

2. PROCEDURE

Pending availability of funds, moving expenses may be provided for faculty and staff upon the recommendation of the Dean for academic employees or Department Head for non-academic employees and reporting area Vice Chancellor Credentials of the individual, availability of funds, and the necessity of providing moving expenses will be considered.

Moving expenses shall not normally exceed \$10,000 for any individual, and expense greater than \$20,000 require the approval of the Senior Vice Chancellor for Finance and Administration.

A request form, separate from the request to make an offer, explaining why reimbursement of moving expenses to a newly hired faculty or staff member is in the best interest of the University, must be submitted to the Vice Chancellor prior to incurring any expenses.

3. RESPONSIBLE OFFICIAL AND ADDITIONAL CONTACTS

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Sp. Asst. VC Finance and Administration	(731) 881-1428	lfoltz@utm.edu