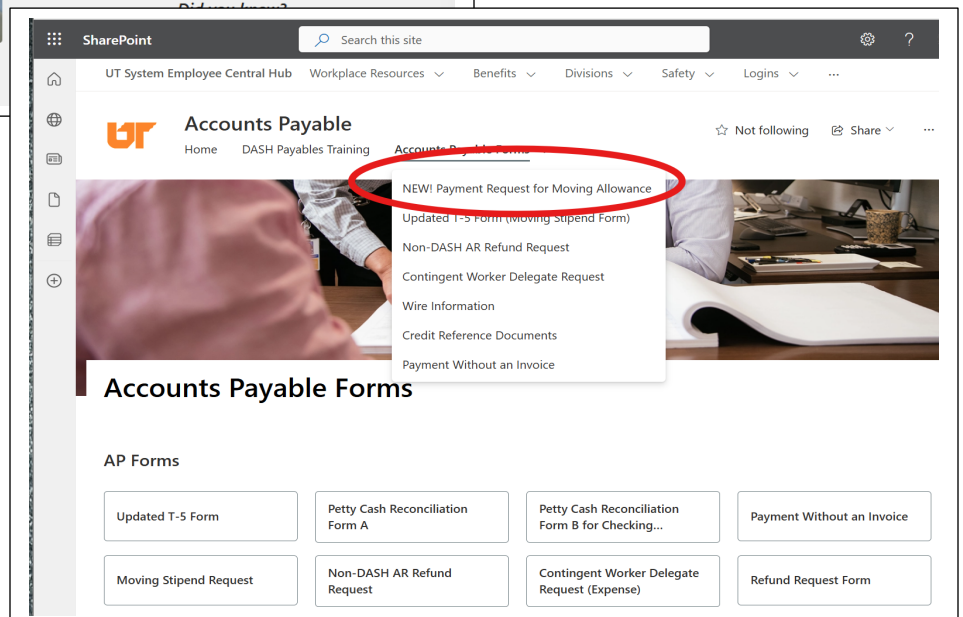
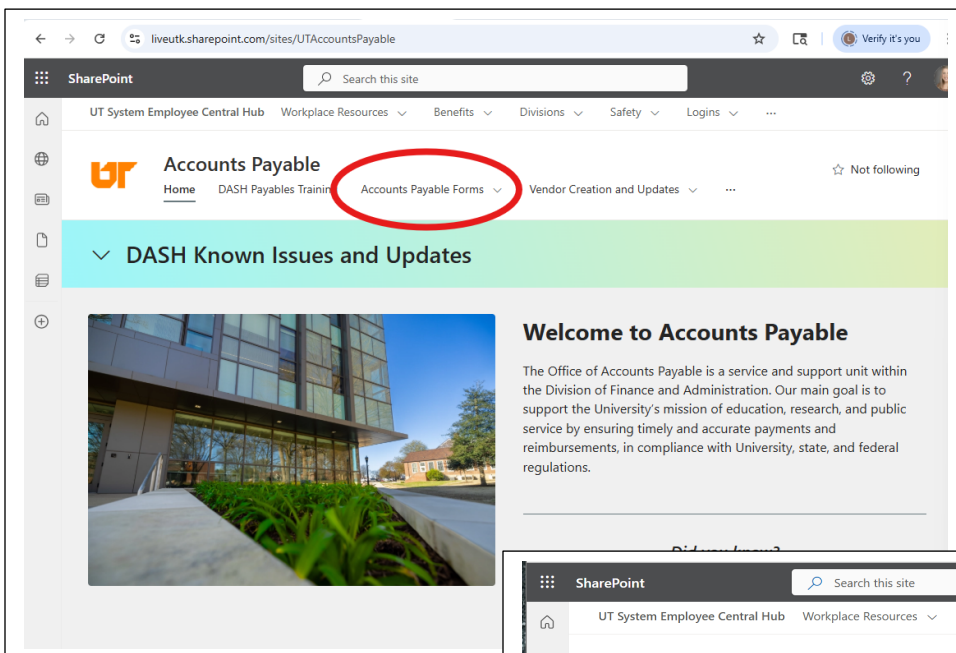


About Moving Allowance Payment Requests

Moving Allowances are now initiated on the position requisition in the HCM module. In the requisition, the moving allowance is added to the request to notate the highest dollar amount allowable to be disbursed. The HCM requisition does not currently have CBO approval workflow for the allowance amount. The HCM position requisition must be completed prior to using this form.

Initiating a Moving Allowance Payment Request

Moving Allowance requests must first be entered through the Electronic Moving Allowance Request Microsoft Form on the [AP intranet site](#). Navigate to the form by selecting the Accounts Payable Forms drop-down menu, then select Moving Allowance Request.



Submit Supporting Documentation

Please only fill out the Electronic Moving Allowance Request Microsoft Form, if it is ready to be paid and you have **ALL DOCUMENTATION READY TO SUBMIT.**

The following items must be attached as one PDF in the request to process payment:

- T-5 form (required by Payroll)
- Official Offer Letter Signed by employee with Gross Allowance Amount contained in letter
- CBO Approval – please clearly show the payee’s name along with net and gross amount of stipend in your request to CBO and in documentation to AP.

Approval Notification

Once all documentation is reviewed and approved, the submitter will receive an approval email. This will include the date the moving allowance check will print and a reminder to send any special mailing instructions to the Accounts Payable email – listed below.

Requests for Special Handling

To request special handling of check payments, please email AccountsPayable@Tennessee.edu with the Payee Name by 12:00 EST on the day that the check is printed.