START

Will the individual be given an allowance or reimbursement?

Allowance

START

Discretionary Funds

1. Submit request
   Include bids from 3 movers.

2. Approve request
   Select moving bid; notify employee

3. Audit request
   Receive copy of pre-approval and moving bid selection from department.

State Funds

1. Submit request
   Include bids from 3 movers.

2. Approve request
   Select moving bid; notify employee

3. Audit request
   Receive copy of pre-approval and moving bid selection from department.

New employee

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Approver

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Travel Office

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Head or desiginee

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Travel Office

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Travel Office

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Travel Office

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Travel Office

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Departmental Admin. Staff

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

AABP (faculty) or HR (staff)

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

Allowance Process

Processing State funds may take more than one month

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State Funds

1. Submit request
   Include bids from 3 movers.

2. Approve request
   Select moving bid; notify employee

3. Audit request
   Receive copy of pre-approval and moving bid selection from department.

4. Approves pay equity, and that amounts are within prescribed limits

5. Audits against Budget Manual requirements

6. Approves each reimbursement
   As required per Budget Manual Sec. 6.8

7. Processes reimbursement

Payroll

1. Submits paperwork

2. Compiles and submits request

3. Approves request

4. Approves pay equity, and that amounts are within prescribed limits

5. Processes allowance

Processing State funds may take more than one month

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