UNC Charlotte
Flowchart – Moving Expense Reimbursement/Allowance to Faculty and Staff

State Funds

START

Will the individual be given an allowance or reimbursement?

Allowance

Discretionary Funds

Reimbursement

Processing State funds may take more than one month

New employee

1. Submits paperwork

Departmental Head or desigee

2. Compiles and submits request

Accounts Payable

3. Approves request

New employee

1. Submit request
   Include bids from 3 movers.

Departmental Head or desigee

2. Approve request
   Select moving bid; notify employee

Accounts Payable

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

New employee

1. Submits request

Departmental Admin. Staff

2. Compiles and submits request

Departmental Approver

3. Approves request

AABP (faculty) or HR (staff)

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

Accounts Payable

5. Audits against Budget Manual requirements

Chancellor

6. Approves each reimbursement
   As required per Budget Manual Sec. 6.6.1

Payroll

7. Processes reimbursement

New employee

1. Submits request
   If needed

Departmental Admin. Staff

2. Compiles/Submits request

Departmental Approver

3. Approves request

AABP (faculty) or HR (staff)

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

Payroll

5. Processes allowance