

# Instructions for DEAs/CEDs On Moving Expense Procedures (Revised May 2008)

- ❖ District Extension Administrators/County Extension Directors are responsible for providing Extension agents who transfer and qualify for moving expense reimbursement with the following packet of materials for their use in submitting a claim for reimbursement.
- ❖ As a reminder, an Extension agent who transfers from city to city 300 or more miles is eligible for up to **\$1,050**; 299 to 26 miles is eligible for up to **\$750** and an agent transferring 25 miles or less is not eligible for moving expense reimbursement. **NOTE: These are new amounts for moving expense reimbursement.**
- ❖ In order for agents to be reimbursed, the District Office Manager must submit a copy of the authorization memorandum to Sharon Otholt through her Laserfiche WIP folder which is under the unit folders “ADCA-Sharon”. The document should be titled “Move – (Agent’s Name)”. In addition, the agent must attach a copy to their claim for reimbursement.
- ❖ Original receipts are required for reimbursement.
- ❖ Questions regarding moving expenses can be directed to Sharon Otholt at (979)862-1502.
- ❖ Claims for reimbursement should be submitted to:

Sharon Otholt  
Texas AgriLife Extension Service  
Texas A&M Agriculture  
Wells Fargo, Suite 610  
3000 Briarcrest Drive  
Bryan, TX 77802-2147

A cover sheet should be stapled to the top of the receipts with the word “MOVE” on it so that the payment will not be delayed.