

Procedures for Moving Expense Payment For County Staff Transferring Within Texas AgriLife Extension Service

Notification of Payment:

Only Texas AgriLife Extension Service county Extension agents are eligible for partial payment of moving expenses. The Associate Director-County Programs shall be responsible for authorizing partial payment for reimbursement of moving expenses to employees who transfer to new counties.

Maximum Payment Allowed:

The maximum reimbursement allowed will be based upon the distance from the city of the transferring employee's current office to the city of the employee's new office, determined by the Comptroller's Electronic Mileage Guide.

The amount of maximum reimbursement will be as follows:

Move 25 miles or less:	\$ -00-
Moves 26 miles to 299 miles:	\$ 750
Moves 300 miles or more:	\$1,050

All reimbursements will be based on actual expenses incurred.

Payment of Expenses:

The following expenses should be submitted along with the coversheet with the word "MOVE".

1. Commercial transportation company (with paid receipt).
2. Self-service vehicles (rented truck or trailer such as U-Haul, etc., with paid receipt.) **NOTE: Payment for any personal insurance on goods is not an allowable expense.**
3. Gas tickets for self-service vehicles. **NOTE: Payment of gas for a personal vehicle is not an allowable expense.**
4. Two (2) round trips for personal vehicle mileage are allowed based on the Comptroller's Electronic Mileage Guide from city to city or documentation of odometer readings. If using the on-line mileage calculation, submit a copy of the Comptroller's Electronic Mileage Guide showing from city and to city which can be found at

<http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>. If using odometer readings, document the beginning and ending readings, from and to locations, and the purpose of trip.

5. Miscellaneous charges (i.e., boxes, tape, rental of pads) with receipts. **NOTE: Payment for reusable items such as tarps, ropes, etc. are not allowable expenses.**
6. Lodging can be reimbursed (maximum \$85) only if incurred on the way to your new headquarters. If lodging is incurred, reimbursement may be made for actual cost of meals up to \$36. (Must have original hotel receipt.)
7. Reimbursements cannot be made for deposits or hook-up fees for utilities, water, etc.

The authorization memorandum should be sent to County Programs Office, Attn: Sharon Otholt, Texas AgriLife Extension Service; Texas A&M Agriculture; Wells Fargo, Suite 610; 3000 Briarcrest Drive; Bryan, TX 77802-2147 with the necessary receipts. Staple a cover sheet on top of the authorization memorandum with the word "MOVE" on it so that payment will not be delayed.

If there are any questions, please contact Sharon Otholt at (979)862-1502. This will allow us to provide the proper instructions and help alleviate any chance that a portion of reimbursement will be rejected for payment.

Year-end Tax Information:

The Texas AgriLife Extension Service is required to give each employee a statement showing a detailed breakdown of reimbursements or payments of moving expenses. Each employee should receive **Form 4782 Employee Moving Expense Information** by January 31 following the calendar year in which the employee received the reimbursement or payment.

All moving payments will also be included in Box 10, "Wages, tips, other compensation", on the employee's **Form W-2**.