

RELOCATION ALLOWANCE PAYMENT GUIDELINES

FOR COUNTY EXTENSION AGENTS TRANSFERRING WITHIN TEXAS A&M AGRILIFE EXTENSION SERVICE

SUMMARY:

Information and procedures for providing a relocation allowance payment to County Extension Agents (CEAs) transferring from one county to another within Texas A&M AgriLife Extension Service. These procedures are effective for all CEAs transferring on or after September 1, 2016.

CRITERIA FOR RELOCATION ALLOWANCE PAYMENT TO CEAS:

Only Texas A&M AgriLife Extension Service County Extension Agents transferring from one county to another are eligible for a Relocation Allowance Payment. The Associate Director-County Operations shall be responsible for authorizing payment to CEAs. The maximum relocation allowance payment is based upon the distance from the city of the transferring CEAs previous office to the city of the CEAs new office, determined by Google Maps at www.maps.google.com.

The amount of allowance payment is as follows:

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

PROCEDURES:

1. Determine the maximum payment allowance using the information above.
2. Form AG-516. Complete the employee information (top line only) and the payment amount on form AG-516. Leave the remaining fields blank. The District Extension Administrator (as Unit Head) should sign and date this form.
3. Submit the completed AG-516 form and the signed authorization form to the AgriLife Fiscal Office (Carol Barton) via Laserfiche "Work in Progress/ADCA/Carol Barton" folder or email carol.barton@ag.tamu.edu.

PAYMENT:

The CEA will receive the payment from the Payroll office in the form of a check or direct deposit with the next scheduled [Biweekly Pay Date](#) (normally one payroll cycle after submitted to Carol). Estimates for Federal Income Tax (25%) and FICA (7.65%) will be withheld from the payment resulting in a net check to the CEA.

YEAR-END TAX INFORMATION:

The IRS considers allowances as Wages and therefore the relocation allowance will be reported in Box 1 on their W-2.

CONTACT:

Please contact Carol Barton at (979)458-2773 or carol.barton@ag.tamu.edu with questions or requests for additional information.