



**Texas A&M University
Payroll Services**

One-Time Communication Equipment Allowance

The following Allowances are for Communication Equipment as noted in Standard Administrative Procedure 25.99.08.M1.01: Communication Allowances

One-Time Communication Equipment Allowances:

- Cellular Telephone: One-time instrument, battery and activation fee allowance: **\$80**
- Personal Digital Assistant (PDA): One-time instruction and activation fee allowance: **\$300**
- Telephone/PDA Combination: One-time instrument, battery and activation fee allowance: **\$450**

Note: Instrument allowances shall include the communication device and the following accessories: hands-free devices, cases, carrying devices, chargers (AC and DC), and data cabling. The above amount represents a contribution toward the communication equipment package.

Procedures for Reimbursement of Employee for Equipment Allowances:
(to be completed by department payroll administrator)

Department payroll administrator shall submit to Payroll Services office a Supplemental Monthly Budget Verification Document or a Biweekly Supplemental Form.

(Monthly paid employees)

<http://payroll.tamu.edu/docs/processing/321SuppMonthlyBVD.pdf>

(Biweekly paid employees)

<http://payroll.tamu.edu/docs/processing/302BWSupplemental.pdf>

Select "Other" as the Reason Code/Number on these forms and include the following explanation – "Reimbursement for communication equipment allowance – supplemental pay code 39".

The signature of the Department Head is **required** on these supplemental forms.

A copy of this document should be retained for their employee's personnel file. This is a one-time equipment allowance.