

**TEXAS A&M UNIVERSITY-KINGSVILLE**

**25.99.08.K1.01      Enrolling in the Monthly Communication Allowance Program**

Approved February 27, 2006

Supplements University Rule 25.99.08.K1

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1.      GENERAL

- 1.1      This A&M-Kingsville Procedure outlines the process by which an employee may enroll in the Monthly Communication Allowance Program. The employee must meet the eligibility requirements of A&M-Kingsville Rule 25.99.08.K1, which establishes that the payment of the communication allowance must be related to the job responsibilities of the employee.
  
- 1.2      Supervisors at the departmental level may request a communication allowance for an employee up to \$60 per month. Payments above that amount are considered to be at variance from the standard and require the approval of the Vice President for Finance and Administration. Communication allowances will be paid from departmental operating funds.

2.      APPROVAL

- 2.1      The enclosed form will be used to apply for the establishment of the communication allowance, increases to the monthly amount, decreases and cancellations. The same form may be used to request variances (see paragraph 1.2).
  
  - 2.2      One copy of the form will be retained by the department, one will be sent to the Office of Human Resources to be retained in the employee's official personnel record and one will be sent to payroll for processing after obtaining the required signature(s).
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CONTACT FOR INTERPRETATION:      Vice President for Finance and Administration

RECOMMENDATION:      \_\_\_\_\_  
Vice President for Finance and Administration

RECOMMENDATION      \_\_\_\_\_  
Compliance Officer

APPROVED:      \_\_\_\_\_  
President

## Request to Establish or Change Communication Allowance

\_\_\_\_\_  
Name (Last, First, MI)

\_\_\_\_\_  
University Identification Number (UIN)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Work Address (Including Mail Stop Code)

\_\_\_\_\_  
E-mail Address

I have read A&M-Kingsville Rule 25.99.08.K1, Monthly Communication Allowance Program, and understand the associated Employee Responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to required tax withholdings and are NOT part of my base salary.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Establish Communication Allowance

Amount: \$\_\_\_\_\_.

Increase Communication Allowance

Amount: \$\_\_\_\_\_.

Decrease Communication Allowance

Amount: \$\_\_\_\_\_.

Terminate Communication Allowance

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/AVP

\_\_\_\_\_  
Date

Note: Communication Allowances exceeding \$60.00 per month require the approval of the Vice President for Finance and Administration.

\_\_\_\_\_  
Vice President for Finance and Administration  
(if necessary)

\_\_\_\_\_  
Date

### Required Payroll Funding Information

*(to be completed by departmental payroll administrator)*

Pin Number	Part Number	Account Number	Support Account Number	Accounting Analysis	Object Class	Pay Code
	17					38

**Privacy Notice:** State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.