



Texas A&M University Qatar

Title: TAMUQ Policy on Shipment of Personal and Professional Goods to and from Qatar

Policy Statement and Purpose:

To provide details, guidance and clarification to TAMUQ faculty and staff on the allowance for shipping of personal and professional property to and from Qatar, as part of an assignment to TAMUQ.

Who Should Read This Policy:

Anyone who is interested in shipping personal and/or professional goods to or from TAMUQ.

Contacts:

TAMUQ Human Resources Services
TAMUQ Assistant Dean for Administration & Finance

General:

All expatriate faculty and staff and their eligible dependents are provided a weight based allowance for shipment of their personal goods and effects to and from Qatar. This is provided in addition to the normal baggage allowance that airlines provide for passengers enroute to and from Qatar.

TAMUQ contracts with a Houston, Texas based firm – Paramount Shipping – to provide this service to our employees and their families. The intent of this allowance is to fund the means for TAMUQ faculty and staff, and their families to:

- Move important family and personal related goods from their point of origin to Qatar at the beginning of their assignment, and
- Move those important family and personal effects from Qatar back to the point of origin, or to the next place of assignment for the employee.

The following are the net weight “inbound” shipping allowances:

Employee	450 lbs.
First eligible* dependent relocating (spouse)	450 lbs.
Second eligible* dependent relocating	250 lbs.
Each additional eligible* dependent relocating	200 lbs.

Faculty members are allowed an additional 300 pounds “net” weight for reference related materials.

Upon repatriation, you will be entitled to the following additional net weight “outbound” allowances:

Employee	100 lbs. per year of employment
First eligible* dependent relocating (spouse)	100 lbs. per year of employment
Second eligible* dependent relocating	50 lbs. per year of employment
Each additional eligible* dependent relocating	50 lbs. per year of employment

Limitations:

Employees are cautioned that this shipping allowance is limited to the weights indicated above. All new employees and their families are provided an adequate house, with basic furnishings upon arrival in Qatar; so it is not envisioned that this allowance will provide for shipping of furniture, appliances, automobiles or any other large and heavy personal property.

- Generally, employees have six months from the start of their employment with TAMUQ, to use this allowance.
- Each employee is authorized one shipment under this policy. As an exception, new employees who have family joining them after their initial overseas deployment, are authorized one additional shipment for those family members, with the total combined weight not to exceed the “inbound” total weight limits above. This should be completed within the first year of your TAMUQ assignment.

- Employees who get married, adopt, or have new children during their assignment are not authorized a new inbound shipping allowance. The outbound allowance, at the end of the assignment, for each new family member will include the total of both the “inbound” and “outbound” allowance for that new family member, as indicated in the table above.