

VITERBO UNIVERSITY CELL PHONE REIMBURSEMENT

EFFECTIVE 1/1/12

The appropriate Cabinet Member may authorize a cell phone allowance for employees who are required to carry a cell phone for University business. If authorized, employees required to carry a cell phone for University business will receive payment in the form of a cell phone allowance. Simple convenience is not a criterion for a cell phone allowance. An allowance may be authorized if at least one of the following two criteria is met:

- 1) The job function of the employee requires considerable travel and/or time outside of his or her assigned office or work area and it is important to the University that he or she is accessible during those times.
- 2) The job function of the employee requires him or her to be accessible outside of scheduled or normal working hours.

University departmental cell phones (i.e. pool phones for IIT, residence life, physical plant, etc. where a shared phone(s) does not leave the campus and is turned in by the employee at the end of each shift) are excluded from this policy. These phones are purchased by the University, remain University property, and are to be used for business purposes only.

PROCEDURES

Approval of Allowance

Employees whose duties and responsibilities require them to carry a cell phone are eligible for a cell phone allowance. A cell phone allowance may be requested using the Cell Phone Allowance Request Form. The form must be approved by the appropriate Cabinet Member and forwarded to the Business Office to the attention of the Assistant Vice President of Finance.

Determination of Allowance Amount

The dollar amount of the cell phone allowance will be \$30/month for routine business use and \$85/month for extensive business use.

The employee is responsible for the purchase of the cell phone equipment to be used for cell service (most basic cell service plans provide free phones) as well as for the cell phone service contract. Prior to making a commitment to purchase cell phone equipment and a service plan, the employee is encouraged to meet with IIT to ensure the cell phone equipment and service plan are compatible with Viterbo University technology infrastructure.

Establishing the Allowance

Use the Cell Phone Allowance Request Form which is included in this policy. Complete the entire form, obtain the appropriate signatures, and forward to the Assistant Vice President of Finance for further processing. You must provide a copy of your current cell phone service monthly invoice, as Viterbo will not pay an allowance that exceeds the cost of the cell phone service.

Payment

The cell phone allowance amount will be processed via accounts payable on a quarterly basis. Employees will receive their monthly cell phone bills at their home addresses and be personally responsible for all equipment and service payments.

Using the Cell Phone Service

The cell phone service is personally owned by the employee and may therefore be used for both personal and business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the allowance, and must make the cell phone number available for Viterbo University business purposes.

Documentation and Review Requirements

A copy of the completed Cell Phone Allowance Request Form must be kept on file in the employee's department.

The employee's supervisor is responsible for an annual review of the business need for a cell phone allowance to determine if allowances should be changed or discontinued.

Viterbo University reserves the right to request a copy of the employee's cell phone service monthly invoice at any time to verify that the allowance does not exceed the invoice amount.

If an employee is terminated, resigns, transfers, or is no longer eligible for a cell phone allowance, the employee's supervisor should submit a revised Cell Phone Allowance Request Form to the Assistant Vice President of Finance noting "Discontinue allowance as of XX/XX/XX" in the "Allowance End Date" section of the Form, or should email the Assistant Vice President of Finance accordingly.

Contract Changes or Cancellations

If, prior to the end of a cell phone contract, a personnel decision, employee misconduct, or misuse of the phone results in the need to change or end the cell phone contract, the employee will bear the cost of any associated contract termination fees.

**VITERBO UNIVERSITY
CELL PHONE ALLOWANCE REQUEST FORM**

Viterbo ID: _____

Employee Name: _____

Employee Position: _____

Department: _____

Cell Phone Number: _____
(including area code)

Allowance Start Date: _____

Allowance End Date: _____

General Ledger Account Number: _____

Cell Phone Allowance: \$30/month \$85/month

Business Justification:

(Describe why the cell phone is needed for your position with Viterbo. Include the amount of time and frequency that the employee is away from access to land-based phone services, and the level of expected business usage.):

Employee Certification:

I certify that the cell phone allowance referenced above will be used toward expenses I incur for cell phone usage as described above.

Employee Signature

Date

Supervisor Signature

Date

Cabinet Member Signature

Date

Please retain copy of form, and forward original to Assistant Vice President of Finance.