

**Section:** College Infrastructure & Budget

**Policy Number:** 4-4

**Policy Name:** Cell Phone expense (College Staff)

**Date:** January 1, 2012

**Revisions:**

**I. PURPOSE**

To provide the College of Engineering staff the ability to expense cell phone use as appropriate. This policy does not impact faculty cell phone use/expense.

**II. ELIGIBLE INDIVIDUALS**

A limited number of staff identified through approval of the Dean as needing to be available with great frequency outside of normal business hours.

**III. METHODOLOGY**

Employee can be reimbursed up to a pre-determined amount, on a quarterly basis.

**IV. EXPENSE REIMBURSEMENT**

Using the designated form, employees who have been approved for cell phone use must provide original documents as needed, to accompany the procurement reimbursement process. Amounts allowed will be determined as follows:

Standard Use:	\$30 per month
OR High Use:	\$60 per month
Data Plan:	\$30 per month
Hardware replacement:	up to \$50 every 2 years

The standard or high use level will be determined upon approval.