

## CELL PHONE REIMBURSEMENT FORM INSTRUCTIONS

The following steps should be followed in completing the Cell Phone Reimbursement form:

1. The employee and his/her supervisor should meet to review the employee's most recent cell phone bill. Only the summary pages of the bill should be reviewed to protect the privacy of the employee. (i.e., it is not necessary to review the detailed listing of phone calls). The employee should provide other appropriate detail if a phone bill is not available, for example when the employee has just entered into a cell phone plan and the first bill has not yet been received (in such situations, the cell phone bill should be provided for support within one month).
2. Based on the review the employee and his/her supervisor should determine the appropriate reimbursement amount. Keep in mind that many employees have family cell phone plans and added features that don't apply to their work. The supervisor should determine the features that apply to the employee's work. The supervisor and employee should agree on the AVERAGE percentage of time that the employee uses his/her phone for work use, realizing that most cell phones are also used for personal purposes.
3. The completed form should be submitted to the University Payroll Office at 420 Wakara.
4. A copy of the form, the calculations and the cell phone bill for determining the employee's reimbursement amount must be kept on file in the department for documentation and audit purposes.
5. Calculation guidelines are provided for your convenience. The Employee and Supervisor may choose either the Simple Calculation Guideline or the Detailed Calculation Guideline.

### SIMPLE CALCULATION GUIDELINES

<u>Example</u> of Computing a Monthly On-Going Reimbursement Amount				
	Total Monthly Charge	Total for EMPLOYEE ONLY	Average ESTIMATED Percentage of Business Use	MONTHLY Cell Phone Reimbursement Amount ROUNDED*
Example figures	\$ 125	\$ 100	65%	\$ 65.00
Please use these lines to fill in the specifics of the employee's reimbursement given the example above.	\$	\$	%	\$

<u>Example</u> of Computing One-Time Reimbursement Amount				
EQUIPMENT REIMBURSEMENT	Total One-Time Charge	Total for EMPLOYEE ONLY	Average ESTIMATED Percentage of Business Use	ONE-TIME Cell Phone Reimbursement Amount ROUNDED*
Example figures	\$ 300	\$ 300	65%	\$ 195.00
Please use these lines to fill in the specifics of the employee's reimbursement given the example above.	\$	\$	%	\$

### DETAILED CALCULATION GUIDELINES

<u>Example</u> of Computing a Monthly On-Going Reimbursement Amount				
	A	B	C	D (B*C) Average ESTIMATED Percentage of Business Use Cell Phone Monthly Reimbursement Amount ROUNDED
Total Monthly Charge	Total Monthly Charge	Total for EMPLOYEE ONLY	Average ESTIMATED Percentage of Business Use	Cell Phone Monthly Reimbursement Amount ROUNDED
Family Plan 3,000 Minutes	\$ 47	\$ 40	65%	\$ 26.00
Data Plan	\$ 40	\$ 40	65%	\$ 26.00
Text Messaging	\$ 20	\$ 10	65%	\$ 6.50
Other lines	\$ 30	\$ -	65%	\$ -
Other (describe) _____	\$ -	\$ -	65%	\$ -
Taxes and Carrier Charges	\$ 15	\$ 10	65%	\$ 6.50
Total Monthly Bill	\$ 152	\$ 100	65%	\$ 65.00

\* The Reimbursement Amounts cannot exceed the total bill.