

## Cell Phone Stipends

Department heads and persons in equivalent positions are responsible for the business and financial operations of their unit, including the development and implementation of appropriate operating procedures and internal controls. Oversight of communication devices and services fall within that realm of responsibility. Department heads are responsible for ensuring accountability for and compliance with these policies and procedures:

**Application for Allowance:** In order for an employee to receive an allowance for the use of their communication device or service for university purposes, the employee must justify to their department head that there are business requirements that necessitate the frequent use of the device(s) to perform university business, and that such business cannot be accommodated by the use of university-owned communication devices and services. A completed and signed reimbursement allowance approval form will be kept in the employee's departmental personnel file. The approval form is located at: <http://www.its.uidaho.edu/default.aspx?pid=105166>

**Setting the Amount of the Allowance:** Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance, based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same job class or duties. The agreed upon allowance amount will be submitted to Accounts Payable at <http://www.uidaho.edu/controller/accountspay> under AP Forms. Documentation supporting the amount of the allowance shall be included in the employee's departmental personnel file. The allowance will be calculated on a fiscal year basis. To continue the allowance, the stipend must be renewed at the beginning of each fiscal year. The employee and supervisor must reevaluate the amount of the allowance and make adjustments as needed. This allowance is not an entitlement. The university reserves the right to rescind this allowance at any time. The university can request reimbursement from the individual if the allowance is continued after the service was disconnected

The Cell Phone Stipends are established as Recurring payments which occur at regular intervals. To accomplish that, Claim Vouchers are generated to establish the payments schedule that will automatically be paid based on a pre- established schedule.

To enter the cell phone allowance, please [login to Vandal Web](#) and go to “Administrative Tasks: Claim Voucher Entry” on the Employee tab. Select “Create new Claim Voucher.” The amount entered for the claim voucher should be the amount being reimbursed each bi-week or month.

**University of Idaho**

CLAIM VOUCHERS VANDALWEB LOGOUT

### Claim Voucher Summary

**Header Information**

Invoice #: I1563787  
 Department: Accounts Payable  
 Pay to: V00426133: Vandal, Joe  
 Chart of Accounts: University of Idaho  
 Address: MS 4244  
 UI Campus, ID 83844-4244  
 Direct Deposit: Yes

**Bank Account/  
Wire Transfer Number (SPI):**  
 Approver 1: Keeney, Linda D.  
 Approver 2:  
 Approver 3:  
 Document Total: 40.00  
 Vendor Invoice Number: date dollar amt  
 Contract No:  
 Description: Recurring payment for University Cell Phone Stipend. The amount of 40.00 will be paid monthly for 12 months for a total of 480.00 per year.  
 Check Remit Info: Monthly Cell Phone Stipend 2013

[Edit Header](#)

**Accounting Detail**

Line	Commodity Code	Index	Fund	Org	Acct	Prog	Actv	Amount	NSF	
1	Cellular Phone	SFX014	U11009	SFX014	E5033	07GAX		40.00		<a href="#">Edit</a> <a href="#">Delete</a>

[Add Accounting Line](#)

**Comments**

*Confidential Comments are displayed in red. These comments will not be saved in Banner or displayed on printed claims*

By: Linda Keeney Date: 8/23/2012 1:59 PM  
 Claim voucher created 23-AUG-12  
[Edit Comment](#)

[Add Comment](#)

**Attached Images**

There are no attached images to display

[Attach Image](#)

[Submit](#) [Delete](#)

Scan the completed and signed **Reimbursement Allowance Approval Form** and attach it to the claim voucher form using the attach image button of the claim voucher. This will provide the necessary documentation for the claim voucher.

**Mobile Communication Device Allowance Request**

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**1.) Please establish a business necessity:** Employees whose job duties require the frequent use of mobile communication devices or communications services for university business will be given a taxable allowance to compensate for the business use of a personally-owned mobile communications device and/or service.

- |  |  |
|--|--|
| <input type="checkbox"/> Frequent and timely communications with external patrons, students, recruits, and affiliations operations | <input type="checkbox"/> Time sensitive business   |
| <input type="checkbox"/> Safety  |  |
| <input type="checkbox"/> Remote or field locations   | <input type="checkbox"/> Business continuity       |
| <input type="checkbox"/> Required by granting agency   | <input type="checkbox"/> Certain on-call instances |
| <input type="checkbox"/> Other:  |  |

Explanation:

**2.) Please establish appropriate duration and amount:** Once a year, employees will work with their supervisors to determine the appropriate amount of the allowance, based upon a representative sample of documented university device usage, service costs, or on other quantifiable, auditable criteria, such as usage comparisons with other employees of the same position or duties. Please attach documentation.

**Amount:** \$ \_\_\_\_\_ per month    **Duration:** Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

**Employee:** (sign/date)

**Dean or Director's approval:** (sign/date)

To review the payments after the Recurring Payment has been established. The Banner form FOIDOCH displays only (1) one invoice number but will list the multiple checks that have been issued based on the recurring payment.

The example below has 4 payments requested, 3 have already been generated and the last one is waiting to be issued.

Oracle Fusion Middleware Forms Services: Open > FOIDOCH

File Edit Options Block Item Record Query Tools Help

Document History FOIDOCH 8.5UI (\*STAG\*) LKEENEY banneraps2 - Thursday August 23, 2012 02:31 PM

Document Type: INV Invoice or Claim Voucher Document Code: 1553598

Requisition	Status

Bid	Status

Purchase Order	Status

Issues	Status

Invoice	Status
1553598	A

Check	Txt	Status
0132488		
0132928		
0133354		

Return	Status

Receiver	Status

Asset Tag	Status

Asset Adjustment	Status

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1 ... <OSC>

We are asking that individuals who are receiving the stipends to setup direct deposit for Accounts Payable Payments.

<http://www.uidaho.edu/controller/accountspay> "selecting AP and Travel Direct Deposit". It will forward them to where they would setup their direct deposits.

If there are any questions concerning the Cell Phone Stipend procedures, please email me at [lkeene@uidaho.edu](mailto:lkeene@uidaho.edu) with your questions or you may want to check our FAQ's on the Accounts Payable Web Site.