Mobile Communication Device Allowance Request

Employee Name: _____ **V #:** _____

Department: _____ **Budget #:** _____

Organization Rollup #: _____ **Stipend:** First Time or Repeat

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.

- ☐ Frequent and timely communications with external patrons, students, recruits, and affiliations
- ☐ Safety
- ☐ Remote or field locations
- ☐ Required by granting agency
- ☐ Other:
- ☐ Time sensitive business operations
- ☐ Business continuity
- ☐ Certain on-call instances

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 pay period **Duration:** Begin date:_____ End date: _____

Employee: (sign/date) _____

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

Dean or Director's Printed Name _____