


Policy Number: AC030

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Rick Evans, Executive Director

John Griffin, Chief Financial Officer

Title: Cell Phone Policy

Statement

The University Corporation (TUC) will follow California State University Northridge (CSUN) policy 900-16, *Acquisition and Use of Portable Communication Equipment and related Services Policy*, dated July 1, 2012 (Attachment 1), which provides guidelines and procedures for the reimbursement of business-related expenses on employee-owned cell phones.

Procedure

Employees who have been supplied company-owned cell phones for business purposes only cannot use company-owned cell phones for personal calls. If it is determined that a company-owned cell phone has been used for personal calls, the employee will be required to reimburse TUC for the amount that represents personal use as well as a pro rata share of the monthly service charges. Employees must complete the *Wireless Device – Service Use Agreement* (Attachment 2) and forward to their supervisor for approval. Company-owned cell phones are provided to employees only with the prior written authorization of TUC's Executive Director.

Employees who utilize their own cell phone for both personal and business calls may request a reimbursement of related expenses from TUC. The reimbursement limits are as follows:

- a. Cost of a cell or smart phone is reimbursed up to a maximum of \$100 plus tax.
- b. Service plan charges are reimbursed up to \$75 per month.
- c. Smartphone data charge plan is reimbursed up to \$40 per month.

Step 1 – Employee completes the *Cell Phone Reimbursement Form* (Attachment 3) and forwards to his/her supervisor for approval.

Step 2 – Supervisor approves the *Cell Phone Reimbursement Form* and obtains final approval from Executive Director.

Step 3 – Supervisor forwards the approved *Cell Phone Reimbursement Form*, with copies of the cell phone purchase receipt, the service plan, and smart phone data plan (if applicable) to TUC Accounts Payable.

Step 4 – TUC Accounts Payable initiates reimbursement of the cell phone purchase and sets up a recurring reimbursement for the monthly service plan and smart phone data charge (if applicable).

Step 5 –Employee must resubmit monthly service plan and smart phone data charge plan information at the beginning of each new fiscal year.

Decisions to reimburse an employee for all or part of the cost of personally-owned portable communications equipment and related services are at the discretion of the Executive Director of TUC. All reimbursed expenses will be charged to the employee's home department. The current list of campus approved smart phones is attached. (Attachment 4)