Department of Pediatrics
Guidelines for Cell Phone Reimbursement
Revised: March 1, 2013

I. Determine Cell Phone reimbursement

A. The employee or faculty member must purchase their own phone. Cell phones are not purchased by the department unless the phone is used solely for business purposes. An example of this type of use is the physician who provides a separate number to patients for security or privacy reasons, while maintaining a second phone for personal use.

B. It is not the intent of the Department to provide an allowance to offset total cell phone costs unless the phone is used solely for business purposes.

C. Divisions are not required to offer monthly cell phone allowances.

D. If division funds permit, the division chief may approve the following cell phone reimbursement:

   1. Monthly reimbursement to offset the cost of business related use on personal plans. Monthly amounts should be reasonable and should fall within a range of $20 and $80 per month, unless there are extenuating circumstances.

   2. An one-time reimbursement to offset the cost of a new phone, up to $100.

E. In order to receive a monthly reimbursement, a Cell Phone Reimbursement Detailed Calculator Tool must be completed and reviewed by a supervisor, manager, or financial analyst. Using the information from the calculator tool, the employee must submit an electronic Cell Phone Reimbursement form, which gets routed to the supervisor for final approval.

F. This agreement must be submitted yearly. If a new agreement is not submitted each year, the University will assume reimbursement is no longer required and will discontinue the reimbursement.
II. Reimbursement Review

A. Documentation
   1. Cell phone statement summary, provided by employee

B. Meeting with division manager/financial analyst
   1. Complete “Cell Phone Reimbursement” Form
   2. Determine the appropriate business use

III. Initiate/renew cell phone reimbursement process

A. Log into CIS and follow instructions on the next page
Click to initiate cell phone reimbursement approval/renewal process

Click to request a new or renew a previously expired cell phone reimbursement

Click to edit reimbursement amount, distribution (chartfield) or cancel existing reimbursement. Use this only after approval from supervisor

If an employee has multiple active records this screen will show up, select the row on which the cell phone reimbursement will be or is set up

If an employee has one record then the form will open automatically, as shown on the next page
Complete only if approval was received for the purchase of phone equipment or missed retroactive monthly payment.

Enter your information from the “Cell Phone Reimbursement” Form.

This should match to total on the form.

Change end date if needed.

Enter this information from the “Cell Phone Reimbursement” Form.

Check to acknowledge then submit form.

Enter any comments for approving supervisor to see.