California State University
SAN MARCOS

Accounts Payable & Travel

CELL PHONE REIMBURSEMENT GUIDELINES

Purpose

To establish guidelines for employees whose positions require the use of a cell phone to ensure their availability for University business.

Campus Cell Phone Usage Options

Option One: Personally Owned Cell Phone Reimbursement

All cell phones under this option are the personal property of the employee. Changes in service for personal use are the employee's responsibility.

> The monthly expense reimbursement is **based on the employee's monthly cell phone bill, up to a maximum of $50 per month.** If the employee's portion of the bill is less than $50, only that portion will be reimbursed. This is not taxable to the employee and is processed through Concur.

Cell Phone Reimbursement Step-by-Step Process and Required Documentation

1. Log in to Concur and create an Employee Non-Travel Expense Report
2. Manually add the expense and select **"Internet/Telephone/Fax"** as the Expense Type
3. Cell phone reimbursement requests should be submitted monthly and should not exceed three months at a time. If requesting reimbursement for multiple months, enter a separate expense line for each month.
   Example: If requesting reimbursement for January, February, and March, create three separate expense lines, one for each month.
4. Attach a detailed, itemized cell phone bill or invoice.
   The documentation must clearly identify the employee's name, address, and phone line and applicable monthly charges
5. Expense reports are routed through the following approval process
   Employee's MPP/→ Department Fiscal Authority →Accounts Payable → Payment Processing

The $50 monthly reimbursement is the maximum amount payable to designated employees for the business use of their personal cell phone, cellular service, or related device. No additional reimbursement will be provided for phone insurance premiums, device upgrades or replacements, accessory devices (such as Apple Watches or similar devices), Wi-Fi or internet services, or any other related expenses.

Option Two: University-Owned Cell Phone

University-owned cell phones may be issued to employees for business purposes. All cellular phone requests must be approved within their own division before submitting to IITS.

Please visit the following link for information on obtaining a University-owned cell phone https://www.csusm.edu/iits/trp/ipadcell.html

The cell phone must be returned if the employee separates from the University, or if there is no longer a business need.

Exceptions to the above guidelines must be approved by the VP Finance & Administrative Services/CFO.

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