

## CELL PHONE REIMBURSEMENT GUIDELINES

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### **Purpose**

To establish guidelines for employees who hold positions that include the need to carry a cell phone so as to be available 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 a maximum of **\$50** and is not taxable to the employee and processed through the Accounts Payable Department along with a completed and approved Direct Pay form. The Direct Pay form must be sent to Accounts Payable within 90 days of service or invoice date.

The bill must include the following:

- Employee's Name and address (may need page of bill with employee name if not on cover page)
- The service period for the bill
- Amount of the bill and if it has multiple lines, the amount related to the employee line

This \$50 monthly reimbursement is the maximum amount that will be paid to designated employees receiving reimbursement of personal cell phone, services, or related devices used for work. No additional reimbursement will be made for specific phone insurance premiums, device/ associated devices (i.e., apple watches), and Wi-Fi and Internet costs, or other related costs.

#### **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 prior to submitting to IITS.

Please visit the following link for information to obtain 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.*

### **Contact**

Shannon Honour Shaw  
Director, FAS Administration  
shonour@csusm.edu

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