

CELL PHONE REIMBURSEMENT GUIDELINES

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 allowance of **\$50** is not taxable to the employee and processed through the Accounts Payable Department along with a completed and approved Direct Pay form. A copy of the employee's cell phone bill must include the employee's name and date of the bill.

This \$50 monthly allowance 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 CFO & VP Finance and Administrative Services.

Contact

Veronica Roman
Manager, Accounts Payable & Travel
X 4442