

Cell Phone Reimbursement Procedures

Reimbursement of Employee-Owned Cell Phone Expenses:

University employees are encouraged to obtain departmental approval prior to using personal cell phones for University business purposes. Personal cell phone use for University business should be limited to only necessary and immediate business needs. It is the responsibility of the employee's department, college, or administrative unit to monitor cell phone use and reimbursements for appropriateness. Departments, colleges, and administrative offices have the right to review, question, and limit reimbursement requests of employees' cell phone bills.

University business calls on an employee's personal cell phone service plan within the plan's service area will be reimbursed at a flat rate of \$.25 per minute regardless of the service plan's normal air time rate.

An "Honorarium or Expense Voucher" or "ISU Voucher" may be used for cell phone reimbursements. Requests should indicate "Business calls on personal cell phone - (number of) minutes @ \$.25/minute" and the period of time, such as "6/1/04 through 6/30/04". The employee should retain documentation supporting the request for reimbursement but does NOT need to attach such documentation to requests under \$25 per month. Reimbursement requests for more than \$25 require either a log which identifies individual calls by # of minutes, area code, and phone number OR a copy of the cell phone bill which identifies the calls for which reimbursement is requested.

Long distance and roaming charges incurred outside an employee's normal service plan area can be reimbursed at actual costs if actual costs are greater than the \$.25 per minute rate. Actual costs must be documented with either a log which identifies individual calls by # of minutes, area code, phone number, and itemized amount OR a copy of the cell phone bill which identifies the calls for which reimbursement is requested.

To keep processing and administering costs to a minimum, employees are encouraged to accumulate at least \$25 in business cell phone charges before submitting requests for reimbursement unless requests are combined with other reimbursement requests that exceed the \$25 minimum.

University-Owned Cell Phone Plans:

University purchased cell phones are to be used primarily for University business. Because using calling or credit cards for personal calls on a University cell phone would still incur usage minutes, incidental personal calls should be at a rate of \$.25 per minute of air time. Personal long distance and roaming charges incurred outside the normal service plan area should be reimbursed at actual costs if actual costs are greater than the \$.25 per minute rate.