University of Florida Cell Phone Usage Log

Information below must be compared to the monthly statement provided by the cell phone service provider. It is required that this log be completed when the allowance option is not used. Clearly show the calculation for the reimbursement of personal cells at bottom of the last page of the usage log.

Business Device - Cell Phone Number: Employee's Name:								
In (Incoming Call); Out (Outgoing Call); Bus (Business Call); I						Per (Personal Call)		Printed Name
In	Out	Bus	Per	Date	Phone Number	Name of Person	Di	urpose (please keep this concise)
	Out	Dus	FCI	Dale	Number	Feison	F(
Are there any other Cell Phone Usage Logs attached? Yes 🗌 No 🗌								
Certification and Signature: The information listed on the Cell Phone Usage Logs has been reviewed, is accurate, and represents the correct identification of personal or business related calls.								
Signature of Employee						_	Date	
Signature of Designated Approver						—	Date	
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