



### Cell Phone Allowance and Reimbursement Form

NAME	DATE OF REQUEST	BILLING PERIOD
		TO

Eligible employees may receive either the reimbursement or the allowance based on the frequency of required cell phone use. Please complete either the Reimbursement section or the Allowance section of this form. Please refer to the Business Cell Phone Policy for additional information.

REIMBURSEMENT		
<input type="checkbox"/> I was required to use my personal cell phone for work related calls during this time period and am requesting reimbursement for the following expenses incurred to me.  <i>Please attach a copy of the relevant pages of your cellular phone invoice with business related calls highlighted.</i>	MINUTES USED FOR WORK RELATED CALLS	
	COST PER MINUTE	
	TOTAL REQUESTED	

ALLOWANCE		
<input type="checkbox"/> My position requires me to spend a considerable amount of time outside of the office during normal working hours and have regular access to telephone and/or internet connection while outside of the office or requires me to be accessible outside of scheduled or normal working hours. I am therefore requesting an allowance of 70% of my personal cell phone bill up to the maximum allowed.  <input type="checkbox"/> My position requires me to use my cell phone for telephone calls only (max allowance (\$30))  <input type="checkbox"/> My position requires me to use my cell phone for telephone calls and data services such as email and internet (max allowance (\$70)).  <i>Please attach a copy of the relevant pages of your cellular phone invoice.</i>	TOTAL MONTHLY PLAN CHARGES	
	70% OF MONTHLY CHARGES	
	ADDITIONAL EXPENSES ( <i>international calls, etc.</i> )	
	Please provide an explanation of additional expenses:	
	ALLOWANCE REQUESTED	

I CERTIFY THAT THESE CHARGES WERE INCURRED BY ME AND OR THE THIS ALLOWANCE WILL BE USED TO PAY FOR CELL PHONE SERVICES.	
SIGNATURE OF REQUESTER	DATE

CHARGE TO G/L ACCOUNT <i>(Example: 54424)</i>	
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CHARGE TO PROJECT # <i>(Example: USSP-IODP I)</i>	
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CHARGE TO DEPARTMENT #: <i>(Example: 2200)</i>	
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CHARGE TO WBS #: <i>(Example: 06-04-01)</i>	
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PROGRAM SIGNATURE
_____
DATE

ACCOUNTING SIGNATURE
_____
DATE



## **Business Cell Phone Policy (Revised July 2009)**

Ocean Leadership recognizes that some employees are required to utilize cell phones for business purposes. With supervisory and program director approval Ocean Leadership will supplement employees' cell phone expenses by either reimbursing the employee for the minutes used each month for work related calls or by providing employees with a monthly cell phone allowance.

### **REIMBURSEMENT**

Employees who are required to use their personal cell phone sporadically for work related calls may be eligible for reimbursement of the cost of the minutes spent using the phone for work related calls. Eligibility is determined by the employee's supervisor.

Eligible employees are required to submit a record of all work related calls made on their cell phone with their monthly itemized phone bills to accounting in order to be reimbursed.

### **ALLOWANCE**

Employees whose job requires them to spend a considerable amount of time outside of the office during normal working hours and have regular access to telephone and/or internet connection while outside of the office or employee's whose job requires them to be accessible outside of scheduled or normal working hours are eligible for a cell phone allowance.

Ocean Leadership will pay 70% of an eligible employee's monthly cell phone expenses up to a maximum of \$30 per month for basic cell phone plans or \$70 per month for cell phone plans that include data services. Employees may request the allowance by submitting a Cell Phone Expense Report form to accounting each month.

*Cell phones should not be used while driving; however, if it is necessary to make or answer a call while driving, a hands-free device must be used. Questions regarding business cell phones should be directed to the Office Manager.*