

MOBILE CELL PHONE REIMBURSEMENT POLICY

Purpose

Certain positions within the University of Mary require a cellular phone to fulfill job responsibilities, due to a need for after-hours availability, frequent travel, or other business purposes. An employee who has an authorized need for cell phone services may be reimbursed for their personal cell phone.

Statement of Policy

At the discretion of the respective President's Council member's or Director of Intercollegiate Athletic's authorization, an employee in a service, development, or recruiting position in Athletics, Mission Advancement, Public Affairs, Residence Life, or Enrollment Services may be eligible for reimbursement for their personal cell phone.

- A. The Cellular Phone Reimbursement Authorization Form must be completed and returned to the Business Office.
- B. The Accounts Payable department will generate a monthly check in the amount of \$30 on the last day of each month.
- C. The monthly stipend will not be considered taxable income as long as the employee's plan is a reasonable plan for the business need.
- D. The respective President's Council member or Director of Intercollegiate Athletics is responsible for an annual review of the list of employees receiving the cell phone reimbursement.

Approved

9 March 2021 by the President of the University

11 March 2021 by the Board of Trustees

18 March 2021 delivered to the University Senate