

## Cell Phone Allowance Request

When complete, please forward to the Human Resources Department.  
Please attach a current copy of the employee's job description to this Request.

Employee: \_\_\_\_\_ Oxy ID: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept: \_\_\_\_\_

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### Eligibility and Approval:

An employee may be eligible for a cell phone allowance only under the following circumstances:

- I. Does the employee's job require the use of a personal cell phone to fulfill their job responsibilities or does the employee regularly work in the field with a need to communicate in real time with College employees or others to give or receive direction related to College business?

**Note: Voluntary off-campus work/work from home does not qualify for reimbursement.**

Yes \_\_\_\_\_

No \_\_\_\_\_

- II. Does the employee have administrative responsibilities related to critical College business functions, or are they required to respond to work-related issues on a regular basis outside normal working hours, or do they need to be accessible (on call) 24 hours, 7 days a week?

Yes \_\_\_\_\_

No \_\_\_\_\_

- III. Is the employee required to travel frequently on College business and must be accessible or have access to information technology systems while traveling in order to perform required job functions? **Note: A frequent traveler is defined as at least 30 travel days per fiscal year.**

Yes \_\_\_\_\_

No \_\_\_\_\_

The use of cell phones is not a job requirement for most employees. A cell phone allowance is based on the employee's actual job duties, not a particular title or position. Simple convenience is not a criterion for approving a cell phone allowance.

The Vice President of the division in which the employee is employed, together with the Human Resources Office, will determine if an employee is eligible for a cell phone allowance and the amount of the allowance to be approved. The following chart should be used to determine the appropriate allowance amount:

**Allowance Level:** (per month)

- \$15 – Less than 40% of personal phone use is for business purposes.
- \$30 – Approximately 40-60% of personal phone use is for business purposes.
- \$45 – More than 60% of personal phone use is for business purposes.

***The above Allowance Levels represent a reasonable estimate of the personal device cost and cell phone data plan/service cost based on the level of business usage. They are not intended to cover 100% of the employee's cell phone or data device plan costs used for both business and personal purposes. Where the designated allowance does not cover the amount of personal cell phone usage necessary for business purposes, employees may submit a supplemental reimbursement request and justification.***

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Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AVP HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_