

UAM OPERATING PROCEDURE 345.3

UTILIZATION OF CELLULAR TELEPHONES

The University acknowledges that the performance of certain jobs may be enhanced by the provision of wireless communication devices such as cellular phones. Upon recognition of an official University business need, a department head may request approval for an employee to use a cellular phone according to one of two methods described in this policy. This policy allows the University to comply with the Internal Revenue Service regulations governing cell phones.

Allowance Method

The preferred method of providing cellular phone service to employees will be in the form of a cell phone allowance. Under this method, the employee's supervisor determines a monthly allowance for cellular phone service to conduct University business appropriate to the level of need and must complete an Allowance Request Form which requires the approval of the supervising Executive Council member.

In the request, the supervisor will provide the total monthly allowance for the employee not to exceed \$70 per month. The allowance may not exceed the employee's actual monthly expense and must not be a substitute for a portion of the employee's regular wages. Any request for allowance greater than \$70 per month must be submitted in writing to the Vice Chancellor for Finance and Administration and approved by the Executive Council. Under this method the phone is provided and owned by the employee.

The allowance will be paid to the employee semi-monthly, as a working condition fringe benefit, the value of which is excludable from income. Any personal use will be excludable from the employee's income as a de minimis fringe benefit.

Utilizing this method will eliminate the need for employees to review their monthly bills and determine which calls were for business and personal use. This method also eliminates the need for monthly reimbursements on a Travel Reimbursement Form (TR1).

University Cell Phone

The other method of providing cellular phone service is with a University owned cell phone and is authorized by an approved University purchase order. This method is designed for employees whose duties regularly require them to communicate with a cellular phone during their normal working hours and is intended primarily for full-time staff. The cost of the cell phone must not exceed \$100. Under this method, the employee will be required to use the phone only for business calls.

At any time that an employee's cell phone is no longer justified as a business expense to the University, the unit/department head is responsible to communicate the change to the Personnel Office.

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