

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Cellphone Reimbursement Policy Administration and Finance Business Policy

Policy Number: 2024:06
New Policy

This Policy pertains to the expense of personally owned and maintained cell phones. It does not cover university-owned cellular communications devices (CCDs). Please see the CCD Policy.

SCOPE AND APPLICABILITY

The policy shall be applicable to all employees of Ferris State University who, as a part of their official university duties, have a constant and recurring need to use a cell phone. Qualifying employees will receive a reimbursement to assist with the costs of wireless service to carry out University business. This reimbursement provides the employee with funds to help defray the cost of acquiring and maintaining wireless services that would be used in whole or in part to conduct University business. The reimbursement is not intended to pay the cost of the devices or the monthly fees entirely. The reimbursement will be paid through the university employee pay system

POLICY

The university understands the need for certain employees to be accessible while on and off campus, in and out of their office, during business hours, and during after-hours, as dictated by their role and function within the university. To support the need for direct access and continuous operations, the university may provide a monthly reimbursement to the employee for reimbursement of the costs of the cellphone and service.

Positions with the following titles would automatically be entitled to a reimbursement if their manager approves: President, Vice President, AVP/Dean/Executive Directors, Directors, and Manager/Supervisor.

A reimbursement may be authorized if at least one of the following criteria is met:

- a. The employee's job function requires considerable time outside of their assigned office or work area, and it is vital to the University that they are accessible during those times.
- b. The employee's job function requires them to be accessible outside of scheduled or normal working hours or office hours.

- c. The employee's job function requires them to travel on university business on multiple and recurring basis.

The cell phone reimbursement has been set at \$50 per month.

CORRESPONDING POLICIES

- A. Acceptable Use Policy
- B. Information Security Policy
- C. Electronic Mail Policy
- D. Electronic Mail Guidelines
- E. Proper Use of Information Resources, Information Technology and Networks Policy
- F. Business and Special Expense Policy

REFERENCES

For additional questions, please refer to the Cellphone Reimbursement Procedures

CONTACTS

For more information, please contact the following departments:
Finance Office and/or Chief Technology Officer

Amanda Matheson
Vice President for Administration & Finance