

Standardized Cell Phone Reimbursement Request

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

Position Title: \_\_\_\_\_ ASU affiliate ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

Monthly total cell phone charges:  
(Attach copy of most recent cell phone billing) \$ \_\_\_\_\_

Percent that constitutes ASU Business: \_\_\_\_\_ %

Monthly standardized reimbursement: \$ \_\_\_\_\_

Do you have another personal cell phone? \_\_\_\_\_

Instructions/Reimbursement Stipulations

1. This form must be filed at the beginning of each fiscal year or upon any change in cell phone plans/cost, or upon significant change in relative use between ASU business and personal use. The cell phone reimbursement can be paid monthly by the department as long as a new form is submitted at least annually, at the start of each fiscal year.
2. Employee must maintain their cell phone billings, notations on the billings as to which calls are ASU Business, and calculation as to percent of usage that is ASU Business.
3. When the standardized cell phone arrangement is first established, the percent that constitutes ASU use can be the employee's best estimate. For subsequent filings of this form (new form is needed at start of each fiscal year or anytime there is significant change in relative use between ASU business and personal), the ASU business use needs to be based on actual prior ASU business versus personal use.
4. Employee is responsible for any IRS assessments to ASU due to failure to maintain satisfactory cell phone records showing phone charges paid by them and calculation of ASU business versus private use, and authorizes ASU to deduct any such assessments from their pay. Records need to be retained for 5 years.
5. ASU reserves the right to require at anytime that the employee's cell phone records be delivered to ASU for audit in electronic format.
6. Calculation of ASU versus personal use is based on total minutes of ASU business use divided by the total minutes of use on an average yearly basis.
7. These reimbursements will be made through Accounts Payable as a documented employee reimbursement.
8. Supporting documentation is subject to the public records act. However, personal phone call numbers and home address can be redacted. If redaction is desired, the employee needs to redact the personal phone call numbers, but not the personal call minutes, when submitting invoices to ASU for documentation.

Employee Certification

I certify to the information presented by me, shown above, and agree to the instructions/reimbursement stipulations noted above.

Signed Employee \_\_\_\_\_ Date \_\_\_\_\_

Signed Supervisor \_\_\_\_\_ Date \_\_\_\_\_