



Policy Number: AC030

Original Date: February 6, 2008
Updated: November 24, 2008
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Reviewed: July 1, 2012
Reviewed: December 8, 2022

Lih Wu, Chief Financial Officer

Title: Cell Phone Policy

Statement

The University Corporation (TUC) will follow California State University Northridge (CSUN) policy #900-16, *Acquisition and Use of cell phones, Smart Phones & Home Internet Access for University Employees*, dated 6/30/2012, which provides guidelines and procedures for the reimbursement of business-related expenses on employee-owned cell phones.

Policy

Employees who have been supplied company-owned cell phones for business purposes only **cannot use company-owned cell phones for personal calls**. If it is determined that a company-owned cell phone has been used for personal calls, the employee will be required to reimburse TUC for the amount that represents personal use as well as a pro rata share of the monthly service charges. Employees must complete the cell Phone Reimbursement Form (Attachment 1) and forward to their supervisor for approval. Company-owned cell phones are provided to employees only with the prior written authorization of TUC's Executive Director.

Employees who utilize their own cell phone for both personal and business calls may request a reimbursement of related expenses from TUC. The reimbursement limits are as follows:

- a. Used regularly both during and after normal TUC business hours as a routine method of communication regarding TUC business:
 - i. Upon the approval of the Executive Director, these employees can purchase a new smartphone every two years and request a reimbursement for the purchase of that smartphone. The maximum amount of the reimbursement is \$100 plus applicable taxes or the actual cost incurred by the employee, whichever is less. In the case of a monthly plan, once the \$100 limit is reached within the two (2) year period, no further reimbursement will be provided.
 - ii. Service plan charges are reimbursed up to \$75 per month.
 - iii. Smartphone data charge plans are reimbursed up to \$50 per month.
 - iv. The amount of reimbursement shall not exceed the actual cost incurred by the employee. The specific reimbursement amounts shall be set by the Executive Director.

- b. All employees working remotely regularly at least two days per week as approved by the Executive Director, will receive the following reimbursements for their internet and smartphone usage.
 - i. \$25 per month for the internet usage
 - ii. \$25 per month for the smartphone usage; employees qualified under provision a) will not be qualified for this reimbursement.

Procedure

- Step 1 – Employee completes the *Cell Phone Reimbursement Form* and forwards to his/her supervisor for approval.
- Step 2 – Supervisor approves the *Cell Phone Reimbursement Form* and obtains final approval from Executive Director.
- Step 3 – Supervisor forwards the approved *Cell Phone Reimbursement Form*, with copies of the cell phone purchase receipt, the service plan, and smart phone data plan (if applicable) to TUC Accounts Payable.
- Step 4 – TUC Accounts Payable initiates reimbursement of the cell phone purchase and sets up a recurring reimbursement for the monthly service plan and smart phone data charge (if applicable).
- Step 5 – Employee must resubmit the monthly service plan and smart phone data charge plan information at the beginning of each new fiscal year.

Decisions to reimburse an employee for all or part of the cost of personally-owned portable communications equipment and related services are at the discretion of the Executive Director of TUC. All reimbursed expenses will be charged to the employee's home department. The current list of campus approved smart phones can be found at <https://www.csun.edu/it/smartphones>.

The University Corporation
Cell Phone Reimbursement Form
 Revised as of July 1, 2022

Effective Date: _____

Please indicate the type of reimbursement you are requesting: _____

	Monthly Fee	Limits
Smartphone data charges	\$ _____	(cannot exceed \$50/month or \$600/year)
Service plan monthly charge	\$ _____	(cannot exceed \$75/month or \$900/year)
Equipment reimbursement-cell/smartphone	\$ _____	(cannot exceed \$100 plus tax)

Manufacturer & phone number:
Model:
Service Provider:

Employee Name (please print): _____

Employee Address, City & Zip: _____

Employee Signature: _____ Date: _____

Account number _____ Fund _____ Department _____

This agreement is effective until the end of the fiscal year, or until the employee separates or transfers to another department, whichever occurs first. Please email Accounts Payable promptly at aptuc@csun.edu should the employee separate or transfer.

Payment will be made every month by the 15th of the month.

REQUIRED SIGNATURES:

Supervisor approval: _____

Executive Director approval: _____