

Section: College Infrastructure & Budget

Policy Number: 4-4

Policy Name: Cell Phone Expense (CoE Staff & Faculty)

Date: July 1, 2017

I. Purpose

To provide reimbursement or allocation of individual cell phone service expenses by College of Engineering faculty. Standard monthly cell phone service/data plans for the individual faculty member are eligible for reimbursement or can be direct charged to a UD credit card against a discretionary (non-basic budget) source.

II. Eligible Individuals

College of Engineering faculty only. Monthly cell phone service/data expense reimbursement for College of Engineering staff has been eliminated.

III. Methodology

Faculty must submit a reimbursement through the WORKS system within 60 days or signoff on cellphone charges that are direct charged on a UD credit card within 60 days of the service date. Faculty should indicate an appropriate purpose code (only discretionary, non-basic budget sources can be used) for the charges to be allocated against on the reimbursement submission or allocation signoff in WORKS.

Monthly cell phone service/data plans are reimburseable/allowable for the faculty member only. Since they are considered personal expenses, additional family lines are unallowable for payment with University funds of any type.

Faculty may seek reimbursement for 50% of the cost of the cell phone itself from a non-basic budget purpose code. Other phone equipment (chargers, cases, etc.) will not be eligible for reimbursement from any source of University funds. These are considered a personal expense.

IV. Exceptions

Unique situations that warrant the use of a personal cell phone for UD business by staff may be approved on a case-by-case basis by directly contacting the Sr. Business Officer (Mike Matthews) and the Dean. Documented approval must be submitted when requesting any reimbursement of this type.