

## CELL PHONE ALLOWANCE POLICY

All Cell Phone Allowance policies and procedures must be conducted in accordance with all university policies and state and federal regulations. For more information refer to:

University of Central Florida Policies and Procedures at; <http://policies.ucf.edu/>  
Reference Cellular Telephone Acquisition and Use (4-009.3) under Technology and Communication

For Option 1 of University Policy 4-009.3 is chosen, please go to the HR website at; <https://hr.ucf.edu/current-employees/pay-practices-information/> Select Cell Phone Allowance Request Form

For Option 2 of University Policy 4-009.3, use the University Provided Cell Phone Authorization Form located on the F&A website at; <https://fa.ucf.edu/> Select Forms at the top of the page and look under Procurement Card

For Option 3 of University Policy 4-009.3, is for reimbursement for business use of personal cell phone. Please go to the following website at; <http://policies.ucf.edu/documents/4-009.3CellularTelephoneAcquisitionandUse.pdf> Reference Option 3 for backup required for reimbursement

### FAQs

Cell Phone Payroll FAQs (for Policy 4-900.3) can be found at; <https://hr.ucf.edu/current-employees/pay-practices-information/> Select Payroll Policy FAQ under Cell Phone

Along with UCFs Human Resources and Finance and Accounting Cell Phone policies, the College of Arts & Humanities' Cell Phone Procedures must also be followed.

Updated 10/29/18

## CAH PROCEDURES FOR CELL PHONE ALLOWANCE

ALL cell phone allowance requests and annual renewals must be reviewed by the CAH Dean's office and the Dean's signature approval is required. A current copy of the employee's cell phone bill must also be provided. Please redact account number and other phone number(s) on the bill that are not relevant to the phone allowance. After the form has been filled out in the CAH unit, the form(s) and backup must be submitted to the CAH Accountant, Denise Matias.

There is not a signature line for the chair/director to sign for approval on the Cell Phone Allowance Request Form. The chair/director should initial by the signature line for the Dean. If the chair/director is not available, attach an email approval with chair/director's approval.

Every calendar year the form must be renewed. The CAH unit must ensure the employee is eligible for the renewal and that the renewal process occurs in a timely manner, as the last payment from payroll will be on the last pay date in December. If renewing, the same process will take place as noted above with the form being completed by the CAH Unit, the chair/director should initial by the Dean's signature line, copy of most current cell phone bill (please redact account number and other phone number(s) who is on the bill not relevant to the phone allowance) and send the paperwork to the CAH Accountant, Denise Matias, for review.

The most widely used method for the Cell Phone Allowance form is for option 1 – Reimbursement through Payroll for Employee-Owned Cell Phones. The Dean will review the other options if requested by the employee on a case by case basis.

If the cell phone carrier provides a UCF employee discount, the employee/must ensure that the amount is discounted when calculating the basic monthly cell phone service.