Mobile Allowance

CELL PHONE ALLOWANCE REQUEST FORM

Employee Name: _____   ID #: _____

Job Title: _____   Cell #: (_____) _____

Allowance Start Date: _____   End Date: _____

Account to be charged: 10 - _____ - 50025 (taxable fringe benefit)

CONSIDERATION OF ALLOWANCE ELIGIBILITY

In order to be eligible for an allowance, at least one of the following boxes must be checked 'YES'. However, checking 'YES' will not automatically qualify you for an allowance. The information contained in this section is part of the overall consideration process and may or may not result in an allowance.

YES   NO

☐   ☐   ***During scheduled or normal work hours*** The job function of the employee **requires** considerable time outside of assigned office or work area and the University requires that the employee is accessible during those times. If this box is checked 'YES' the assumption is being made that the employee's position requires them to be available at **all times** during the normal work day. Further, checking 'YES' assumes that leaving a message on a desk phone or sending an email and waiting for a response from the employee would not meet position requirements.

☐   ☐   ***Outside of scheduled or normal work hours*** Job function of the employee **requires** for them to be accessible outside of scheduled or normal working hours. If this box is checked 'YES' the assumption is being made that the employee's position requires them to be available **24/7** to respond to emergencies. Further, checking 'YES' assumes that leaving a message on a home phone or sending an email and waiting for a response from the employee would not generally meet position requirements.

☐   ☐   ***Extensive Travel*** Job function of the employee **requires** that they perform a significant amount of travelling and are required to be accessible to the University or constituents while they are out of the office. If this box is checked 'YES' the assumption is being made that it is not reasonable for the individual to keep in touch with the University or constituents using a hotel phone with a prepaid calling card.

If you checked 'YES' to any of the above questions, you must explain in detail the circumstances by which your position requires the use of a cell phone: ....

....
....
....

STOP: If you checked 'NO' to all of the above you do not qualify for an allowance

PRODUCT

Employment Letters

Personnel Data Updating

Allowances services

Compensation

Compalin & raise concern

Oprtunities & suggestions

COMPANY

Contact

Privacy Policy

Terms And Conditions