

**Wellesley College
Cell Phone Allowance Request Form**

Position:

Employee:

Banner ID:

Fund

Org

Effective Date:

Charging Info:

Business related reason for requesting cell phone allowance (check all that applies):

- ☐ **Need for mobility:** Position's primary responsibilities include work in the field or at job sites where access to a telephone is not readily available.
- ☐ **Emergency response:** Position's primary responsibilities include emergency response and requirement to be available during non-business hours.

Details of business related reason:

Monthly Stipend Amount (for service plus equipment):

- ☐ \$55 Basic Use (voice only service)
- ☐ \$115 Mandatory Use (full voice + data service)

Supervisor Approval: _____ Date: _____

Senior Staff Approval: _____ Date: _____