

Stockton University Cell Phone Certification

This form is to be used to request a reimbursement for a personal cell phone bill in cases where University business is conducted on a personal cell phone. This form should also be used when a University-issued cell phone has been used for personal reasons and a reimbursement is due to the University.

The maximum reimbursement for University use of a personal cell phone is \$45 per month. If business use exceeds this amount, the employee should complete an application to obtain a University-issued cell phone.

Substantiating Business Use of Cell Phones

Employees with University-issued cell phones attesting to any personal use and providing documentation that the employee maintains and uses his/her personal cell phone for personal calls during work hours. Employees receiving cell phone reimbursements are attesting to University use of personal cell phones equal to reimbursement request.

I have reviewed my cell phone charges for: (Choose One)

Year _____ Quarter _____ Month(s) _____

Type of Cell phone: Regular cell phone _____ Smartphone _____

Cell phone number: _____

Please select one of the following options:

_____ I declare the amount of \$ _____ is to be reimbursed to the University for my personal use of a University-issued cell phone (attach Bursar payment receipt)

_____ I request reimbursement in the amount of \$ _____, which represents University business use on my personal cell phone (attach copy of personal cell phone bill for verification)

Employee name

Employee signature

Date

Return completed form, documentation and check if applicable to \$ F F R X Q W V 3 D \ D E O H.