



**Cell Phone Allowance Form**

Cal Poly Corporation

Human Resources, Corporation Administration Building

(805) 756-1121 (main line) • [cpchr@calpoly.edu](mailto:cpchr@calpoly.edu)

**Employee Name:**

\_\_\_\_\_

**Department Name:**

\_\_\_\_\_

**Org Key:**

\_\_\_\_\_

**Cal Poly Email:**

\_\_\_\_\_

**Monthly Allowance Start Date:**

\_\_\_\_\_

**Monthly Allowance Amount:**

\$70 per month

\$110 per month \*

*\*Executive leadership, directors and officers required to be on call.*

**Employee Certifications (all boxes must be checked):**

- I certify that the cell phone charges being submitted are for the cost of maintaining a personal cell phone plan for business use, and that I have read and understand the Cell Phone Policy.
- I certify that the "monthly tier amount" selected is representative of the business use costs being incurred monthly. I will notify the approving official if the cost of maintaining a personal cell phone plan for business use changes.

**Employee Name:**

**Signature**

**Approving Official Certifications (all boxes must be checked):**

- I certify that there are substantial business reasons for requiring the employee to use their personal cell phone plan for business purposes.
- I certify that I have reviewed the plan and device requirements, and certify that the tier selected does not exceed the charges paid by the employee for the cost of a cell phone plan attributable to Corporation business.

**Approving Official Name:**

**Approving Official Title‡:**

**Approving Official Signature:**

**Date**

‡Approving official must hold a minimum employment classification of manager, director, or department head, and have signature authority over the Org Key where funds are used.

**Approving official should retain a copy of this form on file as well as the supporting cell phone bill that was used to determine the "monthly tier amount." Documents should be retained for two years.**

## Cellular Device Allowance Payment Program Guidelines

- Cellular device (cell phone) allowances to compensate employees for the use of a cell phone are available for eligible manager and director-level employees only, subject to approval by an appropriate Approving Official.
- The employee is expected to purchase and maintain a cell phone that will accommodate the minimum reasonable business use needs of the Corporation, as well as the employee's personal use. The cost portion allocated to business use should not be higher than the amount that the employee would have paid to maintain a cell phone that was used solely for business use.
- The form allows for one of two cellular device allowance payment options: \$70/month or \$110/month. The approving official should approve the payment tier amount that most closely aligns with the cost incurred by the employee to purchase and maintain a cellular device for Corporation business purposes.
- \$70/month or \$110/month amounts are inclusive of all cellular device equipment and service costs.
  - **No additional compensation or reimbursement for service or equipment should be authorized.**
- \$70/month or \$110/month amounts will be issued from Payroll, and subject to applicable state and federal taxes.
- The financial analyst for the college or division should notify Human Resources whenever an employee that is receiving a cellular device allowance payment separates from the Corporation.