

University of Alberta employees may be required by their faculty/department/unit to utilize their personal mobile devices (cell phones, tablets) for business/work purposes and personally incur monthly charges for that service. This form is used by the department/unit to provide employees with an allowance to cover authorized ongoing monthly charges for personal mobile phone/network service only where it is required that the employee maintain and use their personal device/service for performing University of Alberta business.

The following conditions apply:

1. To be considered a non-taxable allowance, the amount paid must be reasonable and only for the work/business use of the device. (ie. If the standard monthly U of A service charge is \$60 and the employee is required to use the device for 50% business use, the maximum monthly allowance is \$60 x .50 = \$30)
2. Employees receiving an allowance under this program may not be reimbursed for expenses for the same service under the Travel and Expense or Professional Expense Reimbursement program.
3. Employees must submit a copy of their cellular phone agreement or monthly bill to their department/unit to begin receiving the allowance.
4. If the employee is no longer required to use a personal mobile device for business purposes or the allowance amount exceeds the business use of the device's monthly charges, it is the responsibility of the department to complete and submit a change or termination on this form to discontinue or modify the allowance.
5. Allowances will be paid by Payroll according to the payment schedule applicable to the employee.

Employee ID Number: _____ **Academic:** **Support:**
Employee Name (Last,First): _____ **Faculty/Unit:** _____
Department Name: _____ **Department ID:** _____

I understand and hereby accept responsibility to comply with all University policies and procedures regarding mobile network access. I recognize that failure to act in accordance with the above requirement may result in access privileges being withdrawn and that misuse of the University Administrative Systems may lead to disciplinary action.

By accepting this allowance, I acknowledge that I will be required to work while mobile, that I must maintain a mobile device and service plan in order to qualify for this allowance, and that my mobile phone is in compliance with the U of A encryption policy.

Employee Signature: _____ **Date:** _____

RATIONALE/START DATE: (*Please check one or more, as applicable)

A) REASON FOR MOBILITY ALLOWANCE

- Required for monitoring business and production systems and servers.
- Required to conduct University business while off-campus.
- Require systems or application access for troubleshooting purposes during off-business hours.
- Required to work abroad for a predetermined period (e.g. frequent travel)
- Other: _____

PAYMENT START DATE: (Pay Period Start Date will be the beginning of the next pay period if received by Payroll cutoff date.)

Pay Period Start Date (mm/dd/yyyy): _____ Speed Code: _____-503026 Earn Code: 908

B) PAYMENT DETAIL (rate may be subject to change without notice from time to time)

- \$15.00 / month – Cell phone voice only
- \$22.50 / month – Smartphone minimum use
- \$30.00 / month – Smartphone approximately 50% use
- \$20.00 / month – Tablet 3G/4G
- \$60.00 / month – Smartphone high use
- Other: \$ _____ / month – Reason: _____

ALLOWANCE TERMINATION: (Termination is effective upon the conclusion of a full pay period.)

C) PAYMENT TERMINATION DATE Pay Period End Date (mm/dd/yyyy): _____

AUTHORIZATION

MANAGER/SUPERVISOR

_____	_____	_____	_____
Name	Title	Signature	Date

INTERNAL CONTROL AUTHORIZATION

_____	_____	_____	_____
Name	Title	Signature	Date

Send completed form to Human Resource Services, 2-60 University Terrace, University of Alberta.