

Cellular Communication Device Reimbursement

 Employee Name (Last, First, MI)

 Employee's Universal Identification Number (UIN)

 Employee Work Telephone

 Cell Phone Number

 Employee E-Mail Address

The following Cellular Communication Device Reimbursement Allowance, as noted in [WTAMU Communication Allowances Standard Administrative Procedure](#), provides a monetary contribution toward an employee's acquisition of a cellular communication device.

Note: Instrument allowances shall include the communication device and the following accessories: hands-free devices, cases, carrying devices, chargers (AC and DC), and data cabling.

Procedures for Reimbursement of Cellular Communication Device (to be completed by requesting department's administrator)

1. The approval of the Department Head is required via signature queue.
2. A copy of this document should be retained in the employee's official Personnel File.
3. Scan this form to Payroll Services at payroll@wtamu.edu.

\$ _____ Maximum Amount \$100/every 2 years

Required Payroll Funding information (To be completed by departmental personnel)

Department Name	Campus #	WT Account #	Object Class	Pay Code
	18		1940	39

Classified employees (non-exempt) should not utilize their cell phone or any other telecommunications device for work purposes outside normal work hours and days, unless authorized by their supervisor and compensated for the time performing duties. This likewise means any work from home or during lunch. Contact Human Resources at extension 2116 if you have any questions regarding this guidance

Privacy Notice: State Law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Send to: Payroll Services, OM116, payroll@wtamu.edu

FAX: 806-651-2113