Subject: Important Information for Approving Officials of Cell Phone Reimbursements

Important changes have been made to the Cell Phone Policy and the Cell Phone Reimbursement Form that will simplify the process of requesting reimbursement for the business use portion of costs related to personal cell phone use by MPPs and Confidential employees. You, or others in your area, may be responsible for signing the Cell Phone Reimbursement Forms as the Approving Official, so we wanted to make you aware of the basic policy changes.

Cell phone reimbursements will now be processed automatically each month once the cell phone user submits an approved Cell Phone Reimbursement Form to enroll in the new program. This is a one-time step each year and will eliminate the need for further review, approval or submission of documents each month. The reimbursement amount will be the same each month and will be based on a “Monthly Tier Amount” that most closely represents the cell phone user’s business cost for the cell phone. The user and the Approving Official will work together to determine which tier level is most appropriate.

A separate email with instructions for the new process is being sent to users who are currently receiving reimbursements (a copy of that email is attached for your reference). Approving Officials are expected to read the new Cell Phone Policy. This email highlights a few of the key items:

- The Monthly Tier Amount levels are currently set at $30, $50, $75, $100, $125, and $150. Discuss with your MPP or Confidential employee to determine which Tier selection is appropriate for reimbursement of their business cell phone expenses.
- The selected Tier amount may include amounts paid toward an equipment replacement plan. Ensure there is no duplicate payment to the employee if they have received a lump-sum reimbursement for purchase of cell phone equipment.
- We suggest the Approving Official retain a copy of the approved Cell Phone Reimbursement Form and the supporting cell phone bill that was used to determine the Monthly Tier Amount. Documents should be retained for a period of two years so that they can be produced in the event of an audit request.
- Accounts Payable must be notified immediately about changes that affect the reimbursement:
  - Separation of the employee from the university
  - Changes to the chartfield that is charged
  - Changes to the Monthly Tier Amount
- The Monthly Tier Amount must be reviewed on an annual basis and a new Cell Phone Reimbursement Form submitted with a copy of the cell phone bill. Our office will be sending out annual reminders to Approving Officials and cell phone users.
- If it is determined that there has been an overpayment of reimbursements to the employee, the department will be expected to assist us with efforts to collect those overpayments in a timely manner.

The Accounts Payable Office will be glad to assist you with questions about determining the business use cost of a personal cell phone, or to address any other questions or comments you may have. We can be reached at x62291 or accounts-payable@calpoly.edu.
For your reference, here are the links to the new Cell Phone Policy and Cell Phone Reimbursement Form:

Cell Phone Policy
Cell Phone Reimbursement Form