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 are attesting to any personal use and/or 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 p	hone charges for the:	(Choose One)	
Year Quan	rter N	Ionth(s)	
Type of Cell phone: Regu	lar cell phone	Smartphone	
Cell phone number:			
Please select one of the fo	llowing options:		
		is to be reimbursed to thattach Bursar payment receipt)	e University for my
		nount of \$, which one (attach copy of personal cell phone)	
Employee name	<u></u>	nployee signature	Date

Return completed form, documentation and check if applicable to Accounts Payable.