

University of Idaho

Communication Stipend Request

Employee Name:	V#	Department

1.) Please establish a business necessity, duration and amount for use of a personal mobile communications device:

Employees whose job duties require the frequent use of mobile communication devices for university business will be paid a stipend to compensate for the business use of a personally-owned mobile communications device and service.

- | | |
|---|---|
| <input type="checkbox"/> Frequent and timely communications with external patrons, students, recruits, and affiliates | <input type="checkbox"/> Time sensitive business operations |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Business continuity |
| <input type="checkbox"/> Remote or field locations | <input type="checkbox"/> Certain on-call instances |
| <input type="checkbox"/> Required by granting agency | |
| <input type="checkbox"/> Other: | |

Monthly Amount	Begin Date	End Date	Mobile Phone Number

Explanation (required):

REQUIRED SIGNATURES:

Employee:

Date:

Manager:

Date:

Dean or Director's approval:

Date:

Mobile Device Stipends
Light Use - \$20/month
Moderate Use - \$35/month
Heavy Use and/or High Criticality - \$50/month

Note: All stipend requests must be submitted along with a copy of the employee's most recent billing statement reflecting the actual monthly cost of their plan. The mobile phone number matching the number provided above must be displayed on the statement.