

Cell Phone/Communication Stipends

Description: Cell phone/Communication stipends are provided to staff that use their cell phones frequently to conduct university business. With supervisor approval, staff can receive reimbursement for a portion of their cell phone bill (they can never be reimbursed for more than what they are charged).

As of FY25, cell phone stipend reimbursements now must be submitted by staff monthly. Requiring this keeps the university from paying someone for a cell phone that they no longer have or compensating them for more than what they pay (in case someone reduces their plan).

Documentation Required:

- [Annual Communication Stipend Request](#) form – Must be completed for each staff member individually every fiscal year. This documents the who, what, when, where, why required with using university funds. All fields need to be completed and signed by all required parties. These documents are stored in SharePoint for ease of processing.
- The staff member's monthly cell phone statement – Must include all the following:
 - Your Name
 - Phone Number
 - Month/Dates of the Service/Statement
 - How much was charged for your service

How to Process:

As with all reimbursements for staff, cell phone/communication stipends are processed in Chrome River. Ideally, staff members can upload their statement directly into Chrome and let us know that it has been uploaded.

Cell phone/Communication stipends should be their own Chrome Expense Report. It is best not to have any other items to this report.

1. Name the report as such:

[First Initial] [Last Name] COMM STIPEND [Year] [Month]

Example: C. Foor COMM STIPEND July 2024

2. The Business Purpose would be [Month] Cell Phone/Communication Stipend
3. GL Approver for Admissions is Connor Foor



Expenses For Connor Foor

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

C. Foor COMM STIPEND July 2024

Pay Me In

USD - US Dollars

Report Type

Non-Travel Expenses

Travel Type

Non-Travel

Business Purpose

July Cell Phone/Communication Stipend

GL Approver

Foor, Connor Joseph (V00576805)

4. The Expense Type should be “Communication Stipend”, and Account should be E5031-Communication Stipends
5. For the Index, refer to the Authorization form or ask your Business Specialist.
 - a. Recruitment will use 586977-586GEN



Communication Stipend

Date	07/01/2024
Spent	50.00 USD
Business Purpose	July Cell Phone/Communication Stipend
Description <small>Optional</small>	Monthly Cell Phone Stipend

Please type the <Banner Index> you would like to search for in the Banner Index box below. As you type, a drop down list of matching items will be displayed for selection

Banner Index

586997-100000 586-06SSX-- Admission Recruitment

586GEN - General Office Expense

Leave Location Code blank

+ Add Banner Index
≡ Presets
CREATE PRESET

IMPORTANT NOTES!

- Make sure that the dates of coverage on the bill are for the correct fiscal year. If the bill was due June 30, 2024 but the coverage is for July 1-31, 2024 it is good to pay FY25.
- Make sure the statement and the authorization form are attached to the expense report.