UMKC Cellular Phone Allowance (Stipend)/Reimbursement Policy

Effective Date: April 1, 2013

Summary:
This policy standardizes the administration and the practice for the University of Missouri-Kansas City and provides for tracking of cellular phone expenses. There are two options of returning the costs of cell phone usage - a cellular phone allowance (stipend) or to be reimbursed through non PO Voucher as BPM 505 provides. This policy outlines specifics for the Cellular Phone Allowance (stipend). For details for payment through finance on a non PO Voucher, refer to http://www.umkc.edu/adminservices/accounting/documents/payment-expenditures-guide.pdf

Conditions:
Based on the knowledge of the job requirements of the individual employee’s position, budget considerations, and good judgment, supervisors should submit requests for cell phone allowance (stipend) for employees under their supervision to their Vice Chancellor or Dean. Approval for a University cell phone stipend must be based on a valid, University-related need. Examples of a valid University-related need include, but are not limited to:

a. The job function of the employee requires considerable time outside of his/her assigned Office or work area and it is important to the University that he/she be accessible during those times.
b. The employee is a critical decision-maker and the job function of the employee requires him/her to be accessible outside of scheduled or normal working hours.
c. The employee is designated as a “first responder” to emergencies and safety requirements indicate having a cell phone as an integral part of performing his/her job duties.

Stipend Amount:
The cellular phone allowance (stipend) does not constitute an increase in base pay, and will not be included as base compensation for future raises, salary adjustments, retirement calculations and employee benefits.

Allowance (stipend) will be paid each pay period as a stipend to the employee’s regular wages and this cost will be charged against the employee’s respective department payroll budget. The monthly allowance (stipend) is taxable income.

The allowance (stipend) is intended to reimburse the employee for business use of the phone, under the assumption that the device will be used for both personal and business purposes by most employees. The University is not responsible for any additional costs associated with the cell phone (e.g. shipping, taxes, insurance, accessories, overages, etc.)

The allowance (stipend) amount will be reviewed annually.
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UNIVERSITY RESPONSIBILITIES:
The department is responsible for determining budgetary impact of this program and for determining whether or not an employee’s job requires use of wireless communication service.

a. University cell phone allowance (stipend) must be directly linked to the employee’s job duties and responsibilities as determined by the immediate supervisor.
b. The department Fiscal Officer is responsible for communicating with Human Resources regarding the approval, change or cancellation of the allowance (stipend).
c. The department/supervisor is responsible for an annual review of the cell phone allowance (stipend) to determine if it should be continued.
d. The cell phone allowance (stipend) and/or the policy may be changed and/or withdrawn by the University after a 30 day notice has been issued to the employee.
e. Vice Chancellors and Deans are responsible for an annual review of the allowance (stipend) to determine whether they should be continued. The fiscal officer should be notified promptly of any changes.

PROCEDURE – CELLULAR PHONE ALLOWANCE (STIPEND):
1. UMKC Cellular Allowance (Stipend) Agreement must be signed by the employee and approved by the immediate supervisor.
2. The supervisor will then submit the form to the appropriate Fiscal Officer for review and approval.
3. Proof of service must also be submitted to the appropriate Fiscal Officer before the cell phone allowance (stipend) authorization is processed.
   a. Proof of service includes a copy of the wireless contract or the front page of the wireless bill. The document should show that the wireless plan includes the employee’s cell phone number.
4. Once the stipend request is approved, the Fiscal Officer will submit an Additional Pay Form PAF to Human Resources for the stipend to be included in the next applicable pay cycle for the employee. All other documentation will be maintained by the Fiscal Officer.

CHANGE OR CANCELLATION OF EXISTING PLAN OR ALLOWANCE (STIPEND):
1. The employee must notify their Supervisor and Fiscal Officer within five (5) business days if he/she cancels the wireless plan for any reason.
2. The Allowance (stipend) will be prorated and terminated upon the respective effective date if the employee resigns, is terminated, transfers departments, changes job duties and no longer requires a cell phone, or otherwise no longer qualifies for an institutional stipend.
   a. In the event the employee leaves the position, he/she continues to be responsible for the contractual obligations of the wireless service plan.

ADDITIONAL REGULATIONS:
1. Use of the device in any manner contrary to local, state or federal laws may constitute misuse and may result in immediate termination of the cell phone stipend.
2. Violations of this policy may result in appropriate disciplinary measures in accordance with University policy.