1. PURPOSE

To ensure fiduciarily responsible reimbursement for business-related cellular phone equipment.

2. APPLICABILITY

All expenses for business-related cellular phone equipment of ODAA and UFF.

3. POLICY

The Foundation follows the University directives and procedures on cellular phones, with the modifications set forth below. The University’s directives can be found at:

http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.17.2

The Foundation has adopted the following additions or changes to the University’s directive and procedures:

- The Foundation has chosen option 1 (Monetary Allowances for Employee-owned Devices) as the only method for ODAA and UFF employees. Cellular phone equipment allowances are provided for employees whose job performance requires frequent traveling or working away from the office, or whose responsibilities necessitate the employee’s availability. Provision of the allowance requires approval by the employee’s supervisor and the Executive Vice President or his designee.

- Foundation reimbursement allowances are kept by the Human Resources Department and will be updated periodically to meet market demands. These allowances are slightly different from the University’s. The Foundation’s allowances include predetermined set reimbursement rates for taxes, insurance, data services, and typical services. These allowances are non-negotiable.

- Reimbursement will be made to the employee for the full price of the equipment, with proof of purchase, less any rebates. Equipment purchases will be reimbursed no more often than every two years.

- The Foundation will reimburse the cost of hands-free devices and other approved accessories where business and safety considerations support the expense.
4. CLARIFICATION

Requests for clarification of this policy should be sent to the Controller (awest@ufl.edu).

Certified as approved by the Executive Vice President on: September 4, 2008.

[Signature]

Thomas J. Mitchell
Executive Vice President

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