

**University of Florida Foundation, Inc.
Cellular and Mobile Devices**

Policy #: 5.28
Effective Date: January 1, 2018
Responsible Department: Finance and Accounting

1. PURPOSE

To ensure fiducially responsible reimbursement for business-related cellular and mobile devices.

2. APPLICABILITY

All expenses for business-related cellular and mobile devices of Advancement and UFF.

3. POLICY

The Foundation follows the University directives and procedures on cellular and mobile devices with the modifications set forth below. The University's directives can be found at: <http://www.fa.ufl.edu/directives-and-procedures/telecommunications/#cell>

The Foundation has adopted the following additions or changes to the University's directive and procedures where a strong and continuing business need exists.

The Foundation provides monetary allowances for employee-owned devices for Advancement and UFF employees. As part of an employee's job duties alone, eligibility requires meeting one or more of the following criteria.

- Must be immediately available, due to programs and services executed, requiring communications throughout the day or outside normal business hours.
- Serves as a key personnel in rapid response situations for safety or emergency purposes.
- Serves a function that monitors essential systems and is critical to remedying outages or conditions outside normal operational conditions.
- Is responsible for service calls, trouble-shooting, and other technical support.
- Is generally away from their office ("in the field"), as a function of their position, or primary work location changes based on assignments.
- Travels frequently for business and has a need to maintain availability while traveling.

Ineligible employees generally include non-exempt employees and clerical/administrative employees (excluding select facilities and IT positions). In general, most employees will not be eligible.

Provision of the allowance requires approval by the employee's supervisor and Center of Excellence leader. The monthly reimbursement is dependent on usage and is limited to the following rate structure:

| Usage | Monthly Reimbursement Rate** |
|---|-------------------------------------|
| Tier 1 (occasional business use) | \$25 |
| Tier 2 (regular business use) | \$50 |
| Tier 3 (frequent business use and/or tablet added)* | \$75 |

*Most employees receiving an allowance will not qualify for Tier 3– This tier is strictly restricted to a few key personnel with job duties that require a significant portion of their cell service exclusively for work.

**This should not exceed the actual amount paid by employee.

Foundation reimbursement allowances are kept by the Disbursements Office and will require annual renewal for auditing purposes.

Staff receiving a reimbursement must secure an insurance plan on their phone. The Foundation allowance rates are established to be inclusive of all taxes, insurance, data services, and typical services. These rates are non-negotiable.

Reimbursement will be made to the employee for no more than \$200 of applicable equipment, with proof of purchase, less any rebates. Equipment purchases will be reimbursed no more than every two years.

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

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to Finance and Accounting at finance-accounting@uff.ufl.edu.

Certified as approved by the Executive Vice President on: August 10, 2017.



Thomas J. Mitchell
Executive Vice President

Revision history: Original version
Reissued March 21, 2012
Revised June 1, 2017