

CELL PHONE REIMBURSEMENT FORM



Budget Policy 1.5.d.(5). provides a cellular telephone allowance for City Councilmembers, Department Directors, senior managers, and information systems department staff who are required to carry a cellular telephone for City business, and who elect to use their personal cellular telephone instead of carrying a City-provided telephone to be used only for City Business. Individuals receiving a stipend or reimbursement must provide their cellular telephone number to Human Resources staff and maintain updated information.

INSTRUCTIONS

Check the option you elect, complete the information below and forward to the Finance Office for processing.

Automatic \$75.00 Monthly Stipend

Turn in your City-provided cell phone and automatically receive a \$75.00 monthly stipend to defray the costs of your personal cell phone. This \$75.00 stipend is taxable income & subject to payroll taxes. Stipends will be paid in the paycheck for the second full pay period of each month and annotated on the check stub as “phone-taxable”.

Monthly Reimbursement up to \$75.00

Turn in your City-provided cell phone and account for the charges on your personal cell phone which includes basic monthly fees as well as calls that relate to City business, and receive a monthly reimbursement, up to \$75.00. This reimbursement is tax free. If you choose this option, highlight the City business related calls on your bill (personal calls may be lined out) and submit a copy to the Finance Office with your timecard. Deadline for submission is the day timecards are due for the second full pay period of the month. Submission must be for the prior month’s cell phone billing. If the Finance Office does not receive a reimbursement request, it will be assumed there are no reimbursable costs to be reported for the prior month and none will be considered for that month at a later date. Reimbursements will be paid in the paycheck for the second full pay period of each month and annotated on the check stub as “phone-non-taxable”.

EMPLOYEE INFORMATION

Name (Print): _____ Dept. _____

Personal cell phone #: _____

Signature: _____ Date: _____

Department Director or City Manager Approval: _____

PAYROLL USE ONLY:	
3465 Begin: PP _____	Amount (if pro-rated): _____
PP _____	Amount: \$75.00

HR USE ONLY:
Published on internal phone lists <input type="checkbox"/> <input type="checkbox"/>