

Lamar University
 Personal Cellular Services Allowance Form
 Attachment I

This form is to authorize an employee an allowance for reimbursement for University use of their personal cell phone plan. Please complete this form, obtain approval signatures, and submit to the Budget Office on or before the 15th of the month to be paid the 1st of the following month.

Printed Name		Employee ID
Department		Cell Phone Number
Account Manager/Phone Number		Start or Cancellation (Circle one) Date

Please circle appropriate plan to indicate monthly allowance.

Plan Level I	Plan Level II	Plan Level III
25.00	50.00	100.00

Legend:

Plan Level	Description
I	Minimal or occasional business minutes usage anticipated
II	Moderate amount of business minutes usage anticipated
III	Power user, much of anticipated usage is business minutes related

I have read the Wireless Cellular Communication Policy and understand the associated employee responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to required tax withholdings and are NOT part of my base salary.

Employee Signature

Date

Dean / Associate Vice President

Date

Division Vice President

Date

For Administrative Use Only

Budget	HR c: Payroll
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