NON-SPONSORED MOBILE DEVICE EXPENSE ALLOWANCE

Purchased by Emory University

In charging the cost of cell phones/wireless plans to RSPH smart keys, the school must adhere to Emory University policies. Two policies impact the ability to appropriately charge these types of costs to school funds:

Policy 2.101 Telephone Usage states that “monthly service fees for personal cellular phones are not reimbursable unless pre-approved by the department.” In order for these costs to be pre-approved by the department the charges must be compliant with Policy 2.109.

Policy 2.109 Business Purpose Requirements for Use of University Funds. This policy requires “an explanation of business purpose must be documented and contain sufficient information so the approver, reviewer, and/or auditor will clearly understand how the expense benefits Emory. Expenditures that by nature may be construed to have some personal use or personal benefit will require a much higher level of substantiation of the business purpose.”

This form has been created to provide a standard and consistent process for review and approval of these types of charges. If either of the two most common justifications below apply simply check the appropriate box and obtain the necessary signatures before submitting to RSPH Reimbursements and Payables office.

☐ RSPH employee required to be accessible on a 24/7 basis as a condition of the individual’s role in supporting RSPH.

☐ Faculty member with extensive international/domestic travel to project sites and meetings required to keep in contact with colleagues and staff on multiple projects while traveling.

☐ OTHER. Attach an explanation of the business purpose if the justifications noted above do not apply.

User name and signature

type/print here and sign above

Date

Supervisor or Chair signature

Date

Smartkey

Mobile No.

Type of device:

Example: ipad, iphone, mi-fi, laptop, aircard, tablet, pc, etc. One form per device.

☐ Check here if this employee’s worksite is off campus.