

## **BLOUSTEIN SCHOOL POLICY**

Policy Name: Payment and/or Reimbursement of Cell Phone Expenses

Originally Issued: November 14, 2008

### Policy:

As a result of the serious state reductions to the university budget, as of December 1, 2008, following are the conditions under which the cost of cell phones and basic cell phone plans can be charged to a university account (including grant and other non-state accounts):

- The cost of the cell phone and cell phone plan is fully funded by an outside funding agency. The expense must be specifically approved in writing by the funder.
- The cell phone should be used for business purposes only. A copy of the itemized monthly statement must be submitted. Upon submission, the bill should be signed to document that all calls that are listed are justifiable business expenses. Any calls that are not business related should be highlighted and only the proportional business expenses will be paid out of the university account.