

UNIVERSITY OF DALLAS

Cellular Telephone Allowance Authorization

ID #: _____

Name: _____

Department: _____

In accordance with the University of Dallas Cellular Telephone policy, I request a monthly allowance to offset the cost of my personal cellular telephone.

Allowance Requested (Check One):

_____ 1) Basic Cellular Usage (\$40 per month)

_____ 2) Basic Usage Plus Data Plan (\$60 per month)

_____ 3) Other Part Time Usage (\$20 per month)

Justification for the allowance is:

I understand that a cellular telephone allowance is provided only to those whose jobs require extensive travel and/or is required by the University for Emergency Reasons. I also understand that a data plan allowance is not a convenience but is restricted to those who must have access to the University e-mail system due to extensive travel. Finally, I understand that this allowance is subject to all taxes and is not considered to be earned income eligible for a contribution to the employee benefit plan.

Signature

Date

Budget Organization #: _____

Approval: _____
Budget Manager

Date

Department VP

Date

Please bring this form to the Office of Human Resources for processing once approval signatures are obtained. HR will prepare the documentation required for payroll entry.