REQUEST FOR CELL PHONE/INTERNET ALLOWANCE OR FRINGE BENEFIT

EMPLOYEE INFORMATION

EMPLOYEE NAME: ________________________________________

EMPLOYEE OSU ID: ______________________________________

UNIT NAME: __________________________________________

DESCRIPTION OF BUSINESS NEED

Request for: □ Cell Phone □ Internet

Type: □ Allowance (paid to the employee) □ Fringe Benefit (service for employee paid by the University)

Taxable: □ Taxable □ Non-taxable

Description of employee’s business need for cell phone or off-campus internet* and attach copy of recent cell phone bill:

TIME PERIOD OF REQUEST

Request can be made for up to one full year and is to be resubmitted each year.

Starting Date _____/_____/_______ Ending Date _____/_____/_______

SERVICE PROVIDER

__________________________________________________________

DEPARTMENT INFORMATION

FUNDING SOURCE

Org- ______________ Fund- ______________ Account- ______________

Program- ______________ Project- ______________ User Defined- ______________

ALLOWANCE/ BENEFIT

MONTHLY AMOUNT

________________________

Comments:

ADDITIONAL INFORMATION

Describe any additional information needed such as a request for initial equipment allowance/benefit.

APPROVALS

By signing this document, I acknowledge that the allowance amount and business purpose is reasonable. If I have elected the non-taxable allowance for cell phone or internet, I will notify the university immediately if there is a change in plan.

Employee (manual signature required or approval via HRA) - ____________________________ Date- ____________________

Supervisor (manual signature required or approval via HRA) - ____________________________ Date- ____________________

SFO (manual signature required or approval via HRA) - ____________________________ Date- ____________________

Other (if designated by dean, manual signature or HRA approval)- ____________________________ Date- ____________________

* The cell phone and internet policy is included in the Expenditure Polity #4.11. Examples of a noncompensatory business purpose could include:

- Need to contact the employee at all times for work-related emergencies
- Requirement that the employee be available to speak with clients at times when the employee is away from the office
- Need to speak with clients located in other time zones at times outside the employee’s normal workday