

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Systems and Network Operations	Revised:	March 2006
Policy 5.2.8	Personal Mobile Telephone Expense Reimbursement Policies	Responsibility:	Vice President and Chief Information Officer

PERSONAL MOBILE TELEPHONE EXPENSE REIMBURSEMENT POLICIES

Policy

It is the policy of the Health Science Center that all telephone service purchases be made through Systems and Network Operations (SNO). The Health Science Center maintains a contract with a vendor for air-time. Reimbursement for air-time charges incurred on a personal mobile telephone air-time contract will be made at a rate not to exceed the University contract rate. No reimbursement will be made from any University account for monthly service charges, special features, or telephone equipment, or other charges and credits.

Most mobile telephones carry a flat rate airtime package. The formula for reimbursement of business calls is the monthly cost of the airtime package plan divided by the number of minutes provided in the plan. This is the cost per minute. The reimbursement rate allowed is the number of minutes used for Health Science Center business multiplied by the airtime package cost per minute. Minutes used above the packaged rate plan are generally charged at a higher rate. Calls charged at this rate will be reimbursed at the package rate, not the overtime rate.
