

**Southern Adventist University**  
**Personal Communication Allowance Policy**  
(Cell phone/internet allowance)

Introduction

Southern Adventist University provides a monthly allowance to those who have a business need for cellular phones and/or home broadband internet. This document establishes the University policy regarding eligibility and procurement of these personal communication plans.

Guidelines

Department heads who have a business need for an employee to have a university subsidized cell phone or home broadband internet connection should fill out the form below and submit it to Human Resources.

Acceptable business needs include:

- The employee communicates with others regarding university business when he or she is away from campus.
- The employee supports or is otherwise responsible for programs, services, or systems that necessitate frequent and immediate communications throughout the day or after hours.

Once the Vice President has approved the allowance and this form is returned to Human Resources, the employee will begin receiving a taxable personal communication allowance each pay period.

The employee is responsible for acquiring a cell phone and broadband internet plan and maintaining service as long as the allowance is given.

Southern Adventist University will periodically audit those who are receiving the personal communication allowance to be sure that covered services are still in service.

The Information Systems department will research cell phone and broadband plans each year and make recommendations to the Administrative Council if allowance amounts should be changed.

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*Request Form*  
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Date allowance will start: (mm/yy) \_\_\_\_\_

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Employed by Department: \_\_\_\_\_ GL# to Charge: \_\_\_\_\_

Type of plan (check one):

**Regular allowance (\$60 per month\*)** Standard allowance for cell phone or home internet connection.

**Extended allowance (\$120 per month\*)** Available to those with travel budgets, job description requirements, or administrative packages.

\*Amount per paycheck will vary depending on the bi-weekly or semi-monthly payment schedule.

Employee Signature \_\_\_\_\_ Cell phone number \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Vice President or President Signature \_\_\_\_\_

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*HR Use Only*  
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Fiscal Year \_\_\_\_\_

Entered by: \_\_\_\_\_