Policy Name: Wireless Communication Devices and Cellular Phones

Responsible Department: Financial and Accounting Services

Approval Authority: Director, Office of Disbursements

Date of Original Policy: August 20, 2008

Last Updated: October 14, 2008

Contact: Jean Pearson, Director of Disbursements

Scope:
This policy applies to all employees who seek reimbursement from the university, for business-related charges incurred on personally-owned wireless devices, and to employees issued university-owned wireless devices who incur charges for personal use.

Policy:
Georgia State University, pursuant to its obligations to control and minimize the costs associated with the legitimate business use of wireless communication devices and cellular telephones (collectively, “Wireless Device”), seeks to clarify: (1) the types of Wireless Device expenses that may be reimbursable; and (2) the documentation required to obtain reimbursement for such expenses. Accordingly, the Georgia State University Office of Disbursements provides the following payment/reimbursement guidelines to those employees with Wireless Devices.

Reimbursable Wireless Device Expenses: Employees may seek reimbursement from the University for certain business-related charges (i.e., business calls for specific business-related purposes) incurred on personally-owned Wireless Devices.

However, Employees may not be reimbursed for the following expenses:

- Personal calls;
- Home Internet service (e.g., DSL expenses, modem expenses, etc.); and
- Unrelated Wireless Device communication expenses (e.g., service, repair, installation, insurance, or equipment charges).
Documentation Requirements:

Employee-Owned Wireless Device
Employees seeking reimbursement for business charges incurred on their personally-owned Wireless Device must adequately account for individual charges. Employees must keep a log of business-related communications. Such log should be submitted to their applicable department head for review, within a reasonable period of time (not to exceed 60 days of incurring the expense). Reimbursement will be subject to departmental approval and review by the Office of Disbursements. The business-related communication log must be attached to requests for reimbursement.

University-Owned Wireless Device
Employees issued university-owned Wireless Devices must only use such devices for business purposes. In the event of an emergency or unavoidable personal use resulting in charges, employees must itemize all personal charges and provide payment to the University Cashier within thirty (30) days of receipt of the monthly bill.

If you have any questions regarding the above guidelines, contact the Office of Disbursements at (404) 413-3040.