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UNIVERSITY  
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Date: September 20, 2010  
To: UA and MAU Executives, Deans, Directors and Department Heads  
From: Joe Trubacz, Vice President for Finance   
Subject: Mobile Device Rules and Procedures

In an effort to streamline procedures and reduce expenditures the university is issuing new rules regarding cell phones. Effective November 1, 2010, the university will cease providing cell phones to employees and paying monthly plan costs, except for certain circumstances as outlined in the attached Accounting and Administrative Manual procedure.

Employees may qualify for a taxable allowance to offset the business use of their personal cell phone. The monthly allowance amounts are \$30 for a voice-only phone and \$65 for a voice/data phone (such as iPhones or Blackberries), based on the average basic monthly plan cost.

Supervisors are reminded to use good judgment in determining when an allowance is appropriate. The attached allowance form outlines reasons for justification of an allowance.

The following steps are provided to assist you in this transition.

Transition steps:

Step 1:

If the university currently pays for an employer-owned device for you, you will need to choose whether to request an allowance and convert the plan/contract to your name or relinquish the phone to the university and not request an allowance. Go to Step 2 if you are requesting an allowance, otherwise follow the guidance in the attached FAQ regarding relinquishing the phone.

Step 2:

Complete the *Mobile Communication Device Allowance* Form and route for appropriate approvals. Approved forms should be submitted to your regional Human Resources office.

Step 3:

The allowance will be added to your pay. The earliest pay period for receiving the allowance is for the pay period beginning October 24, 2010.

All the documents related to this transition are located at the following link under "Mobile Device Procedures":

<http://www.alaska.edu/controller/>

If you have any questions, please contact your regional financial services department.

Attachments:

Mobile Communication Devices, Accounting and Administrative Manual Procedure E-02  
Frequently Asked Questions (FAQ)  
Mobile Communication Device Allowance form