

St. Olaf College
Cellular Phone Allowance Request Form

Employee Name: _____ Date: _____

Department: _____ Unit Number to Charge: 10 65918
Co Unit Account Activity Subcode

Check the justification(s) that apply and provide a brief explanation.

_____ More than 50% of work is conducted away from the campus office and there is frequently an urgent need to reach the employee to transact timely College business-related communications.

_____ The employee must be regularly contacted for crisis and/or emergency situations after normal business hours.

_____ The employee is on call 24/7.

Explain: _____

Type of cellular device request:

_____ College owned On-Call shared department phone for multiple individuals or working hour use only

_____ Taxable allowance: Monthly voice allowance (\$20) \$ _____

Monthly voice & Data allowance (\$50 or actual cost, whichever is less) \$ _____

Month to begin cell phone allowance: _____

*****You must attach a detailed copy of your most recent bill as documentation to justify the allowance.**

The allowance must fairly represent only the business use of the phone, and the employee must contact his/her supervisor in writing if the business usage significantly declines for a sustained period.

Please note that this allowance will continue until the payroll office is notified otherwise or until the college reassess the plan and amounts. The allowance will be included as taxable income on the employee's W-2. Appropriate payroll taxes on the allowance amount will be withheld from the paycheck, and the amount of the allowance will be included on the eligible employee's year-end W-2. The allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, benefits based on a percentage of salary, etc.

Employee Certification

I certify that the requested cell phone services are needed for St. Olaf business purposes. I have read, understand and intend to comply with the College's cellular device policy. (insert URL) I never store or transmit St. Olaf confidential data with my cell phone. I have read the data security policy and am aware of the rules and data elements that are subject to data privacy rules. http://www.stolaf.edu/services/iit/information_security/ I will not use my cell phone to conduct St. Olaf business while driving or operating machinery.

Employee Signature: _____	Date: _____
Printed Name: _____	
Supervisory Signature: _____	Date: _____
Printed Name: _____	
Vice President & CFO: _____	Date: _____