



TELECOMMUNICATIONS ALLOWANCE REQUEST

Employee Information (All fields are required)

Name (Last, First, MI) _____ Campus-Wide ID _____
Job Title _____ Payroll [] Monthly [] Bi-Weekly
Department _____ Extension _____
Email _____

- [] New Request [] Annual Renewal Request [] Discontinue Allowance

A Telecommunications Allowance is a non-taxable reimbursement to an employee who is required to use a personal cell phone for business purposes. The allowance is intended to cover a reasonable portion of the employee's cell phone and/or internet costs.

Employee's supervisor must determine the employee's eligibility for a Telecommunications Allowance based on specific job requirements; convenience is not appropriate criteria for awarding an allowance. Prior access to a Telecommunications Allowance should not be used to determine employee's eligibility or monthly allowance amount.

Table with 3 columns: Required Business Use, Monthly Allowance, Select Plan. Rows include Low Use (\$15), Medium Use (\$30), and High Use (\$60).

Fiscal Year _____ Effective Date _____

This agreement expires at the end of the current fiscal year and must be renewed for each fiscal year an allowance is requested.

[] I have read and agree to comply with the University Telecommunications Procedures, available at https://community.pepperdine.edu/finance/payroll/telecommunications/procedures.htm

Employee (Signature) _____ Print Name _____ Date _____ Extension _____

[] The allowance is needed to cover work-related expenditures due to telecommunication use.

Supervisor (Signature) _____ Print Name _____ Date _____ Extension _____

Major Area Budget Manager (Signature) _____ Print Name _____ Date _____ Extension _____

Vice President (Signature) _____ Print Name _____ Date _____ Extension _____