Can I receive the allowance before I am signed up for my own cell phone communication device?
No. A copy of the new communication service invoice that is in your name must accompany the application for the communication allowance to verify service costs.

What happens to my current phone and account?
You may keep your current phone. However, you must convert your phone and phone number from the college to your own personal plan. All college plans will be cancelled.

If I receive a communication allowance, can I use any cell phone carrier or plan?
Yes. The phone and service are yours. Any carriers may be used and you can choose a plan that best fits your personal needs.

How do I sign up for the allowance?
Fill out the Cell Phone Allowance Agreement which can be found under the forms section of the Budget Office Website. Return completed form with all required signatures and a copy of your personal (within the past 2 months) cell phone invoice and send to the Budget Office.

Can I use the cell phone for personal calls if I receive a communication allowance?
Yes, because the phone and service are yours you do not have to document calls. You will no longer be required to carry two phones, one for business and one for personal.

What if my carrier advises me that an early termination fee will be charged if I terminate the contract before my plan expires. Can I add this to my communication allowance?
No, since this is your personal phone any termination fee is a personal cost which you would be responsible for paying if you terminate the contract early.

Can I add the purchase of a new phone to my communication allowance?
No, any equipment purchases including accessories is a personal expense and will not be reimbursed.

Who is eligible for a communication allowance?
Any employee is eligible to apply. However to be approved, the employee must have an official business need for the device or service and must have the approval of the unit head and the appropriate vice president.

Does everyone get an allowance for personally owned cell phones?
No, this is not an entitlement. You should only receive the allowance if your job requires that you carry a cell phone where other less expensive means of communication are not adequate.

When will the allowance be available?
Approved agreement forms received by the Budget Office will be processed in the next available pay period. There is no retroactive payments of the communication allowance.

I have changed my plan. How do I change the amount of the allowance?
Complete a new Cell Phone Allowance Agreement. Approved agreement forms received by the Budget Office will be processed in the next available pay period.