

Cell Phone Reimbursement Request

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Position Title \_\_\_\_\_ Linfield ID # \_\_\_\_\_  
Department \_\_\_\_\_ Fiscal Year \_\_\_\_\_  
Cell Phone # \_\_\_\_\_ GL # to be charged: \_\_\_\_\_

Linfield College will provide a cell phone allowance/reimbursement of \$30 a month to employees who must use their personal cell phones to conduct college business (see Cell Phone Policy Eligibility paragraph).

Any employee who receives a reimbursement is required to register their cell phone with the college's emergency notification system. If an employee uses their cell phone to access their Linfield email or calendar, the Outlook application must be downloaded and used. No other application will be supported by ITS.

This allowance expires in June of each year and must be renewed by June 30 in order to ensure continuous reimbursement disbursement for the next year if eligible.

For more information on Linfield's cell phone policy, please see <http://www.linfield.edu/it/policies.html>.

I understand and agree to the reimbursement stipulations noted above.

Signed Employee \_\_\_\_\_ Date \_\_\_\_\_

Signed Vice President \_\_\_\_\_ Date \_\_\_\_\_