

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 6451 Cell Phone Reimbursement

Reimbursement for personal cell phones for authorized College business is allowed for designated employees not authorized for stipends. Designated employees include exempt staff and those designated by their immediate supervisor.

1. Each supervisor will annually provide Accounts Payable with a list of employees that may be expected to have occasional business related personal cell phone use.
2. Designated employees may request reimbursement, with documentation, at 10 cents per minute. Documentation may include a copy of the bill or a log, with date, times and purpose, similar to requesting mileage.
3. Request for reimbursement will be paid in conjunction with other reimbursement requests, when the amount exceeds \$15.00. If the total does not reach \$15.00, reimbursement will be made annually in June so the business office will not be frequently processing checks for change.
4. In an emergency, an employee not designated may be allowed reimbursement if approved by the immediate supervisor and appropriate vice president.

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