

UNIVERSITY OF MISSOURI - ST. LOUIS

Cellular Telephone Usage Worksheet

Reimbursement to Employee

Personal Cellular Telephone Number			
Billing Period(s)			
Monthly Minutes Available (Fixed Plan)			
Total Minutes Actually Used			a
University Business Minutes			b
Personal Minutes	-		c = a - b
Basic Plan Cost (excluding taxes)			d
Additional Cost			e
Total Cost	\$ -		f = d + e
University (Business) Usage		0.0%	g = b/a
Personal Usage		0.0%	h = c/a
University Cost	\$ -		i = f x g
Employee Cost	\$ -		j = f x h
Employee Signature			
Date			

Comment: If the service plan charges for individual calls in lieu of a monthly fee, an employee may request reimbursement from the University for charges related to University business calls. Contact Gloria Leonard for assistance in calculating the reimbursement amount.

Notes:

The employee may request reimbursement from UM-St. Louis for University business usage. The employee should complete a non-PO voucher, this worksheet, and attach a copy of his/her cellular telephone bill(s) with all University business calls identified. The employee should then sent this form and supporting documentation to the appropriate individual in his/her unit for approval. The amount of reimbursement is the amount shown on the University Cost line.