Cellular Telephone Usage Worksheet

Reimbursement to University

University Cellular Telephone Number
Billing Period

Monthly Minutes Available (Fixed Plan)

Total Minutes Actually Used
University Business Minutes
Personal Minutes

Monthly Basic Plan Cost
Additional Cost
Total Cost

University (Business) Usage
Personal Usage

University Cost
Employee Cost

Employee Signature
Date

Notes:

Comment: If the service plan charges for individual calls in lieu of a monthly fee, an employee must reimburse the University for such charges related to all personal calls. Contact Gloria Leonard for assistance in calculating the employee cost.

If there is any personal usage, the employee must reimburse the University.

If personal usage exceeds 15% in any two months within a fiscal year, the employee must turn the cellular telephone back into the University unit. Business Services must be notified by the unit so that the contract can be cancelled.

The employee must pay UM-St. Louis the amount calculated as the employee cost. The employee’s check should be made payable to UM-St. Louis. Personnel in the employee’s unit should prepare a CRR and take it along with the employee’s check and the copy of the University cellular telephone bill with the personal calls identified to the Cashier’s Office, 285 Millennium Student Center.