

Cellular Telephone Usage Worksheet

Reimbursement to University

University Cellular Telephone Number		
Billing Period		
Monthly Minutes Available (Fixed Plan)		
Total Minutes Actually Used		a
University Business Minutes		b
Personal Minutes	-	c = a - b
Monthly Basic Plan Cost		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 must reimburse the University for such charges related to all personal calls. Contact Gloria Leonard for assistance in calculating the employee cost.

Notes: _____

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.