

## 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.

On an annual basis, personal use may not exceed 15% of the minutes used.

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