Albany State University

Reimbursement for Cell Phone Personal Calls Worksheet

Purpose of form: Effective March 15, 2007, this worksheet is available to Albany State University employee cell phone users to reimburse Albany State University for personal calls made on an ASU-provided Wireless Communications Device.

Directions: 1) Enter the appropriate information in the yellow spaces below from your monthly cell phone invoice. 2) Sign and date your request and provide the request to your supervisor for review and signature. 3) If your supervisor does not have authority to sign on your department's accounts, provide this worksheet to the Unit Head with the authority to authorize reimbursement.

Please use Adobe Acrobat Reader to fill out this form in order to use the built-in calculator. (This does not print.)

Plan Information

Monthly airtime minutes	a)	
Cost for additional minutes	b)	

Reimbursement for the Month of _____

Total billed minutes used	c)	
Total number of Personal minutes used	d)	
Number of personal minutes used over plan	e)	

This is the amount you must repay Albany State University. $0.00

Attach a copy of the itemized bill that includes & identifies the personal calls.

Signature of Individual Certifying and Requesting Payment **Date**

APPROVED: Department head or other with account signature authority **Date**

Information needed by Business Office to make reimbursement:
Departmental Account number for Reimbursement
Preparer of this form's name and extention