

Reimbursement for Cell Phone Business Calls Worksheet

Purpose of form: Effective March 15, 2007, this worksheet is available to Albany State University employee cell phone users to seek reimbursement for ASU business calls that are directly responsible for taking them over the maximum of their monthly plan minutes.

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.

Plan Information	
Monthly airtime minutes	a) b)
Cost for additional minutes	b)
Reimbursement for the Month of	
Total billed minutes used	c)
Business minutes used (airtime)	c) d)
Minutes over plan maximum (c) - (a)	e)
Calculation	
1. Is (e) greater than zero?	
If no, STOP. You are not entitled to reimbursement	
If yes, proceed to step 2.	
2. The lesser of (e) or (d)	g)
3. The cost per each additional minute	
4. This is the amount you are eligible to receive.	
5. Attach a copy of the itemized bill that includes & identifies the business calls. For calls over \$5.00, please include the person/business called and the contact information.	
Signature of Individual Certifying and Requesting Payment	Date
APPROVED: Department head or other with account signature authority	Date
AFFROVED. Department head of 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	