

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.A.19**

**AREA: General**

**SUBJECT: Monthly Cell Phone Allowance**

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1. PURPOSE

This document states the University of Houston System policy regarding a monthly cell phone allowance for the business use of a personal cell phone. Also, this policy delegates responsibility for the administration of a monthly cell phone allowance program to the component universities.

2. POLICY

2.1. When an employee's job duties, in the opinion of the department head, require an employee to use his or her personal cell phone, the department may elect to monetarily contribute to the employee's operation of the employee's cell phone by providing a monthly cell phone allowance through the payroll system. The cell phone allowance is meant to partially offset, rather than cover, the cost of the cell phone service.

2.2. Each component university will be responsible for the development, implementation, and administration of guidelines related to this document, if the component university decides to provide a cell phone allowance. These guidelines must be in compliance with Internal Revenue Service regulations.

2.3. If a component university provides a cell phone allowance, it is not required to provide it to all employees who request it, but must provide it in accordance with its own guidelines.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every two years on or before June 1

4. APPROVAL

Approved: Jim McShan  
Senior Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: June 12, 2017

**REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	04/09/1997	Initial version
2	09/27/2000	Applied revised SAM template to meet current documentation standards. Added information to Section 2.1 on all personal charges being reimbursed within 10 days from the billing date. Revised Section 2.2 for System university responsibility to develop procedures for collection of personal use charges plus telephone excise fee and 8.25% sales tax. Section 2.3 emphasized employee payment of business and personal calls on cellular telephones leased by the university, and reimbursement to employee for business-related telephone calls. Section 2.5 documented the System university providing guidelines for reimbursement of personal charges and authorized use of cellular phones. Changed the responsible party to the AVC for Finance. Changed the review period from annually to every two years on or before June 1 <sup>st</sup> . Reordered Indexing Terms in Section 5
3	08/01/2005	Applied revised SAM template to meet current documentation standards. Deleted Section 2.2. Rewrote Section 2.3 to provide two methods for component universities for paying the employee telecommunication expenses in order to streamline the process. Added Section 3 on program guidelines for both methods. Added the VC for Administration and Finance to the approval cycle

Revision Number	Approval Date	Description of Changes
4	04/03/2006	Applied revised SAM template to meet current documentation standards. Updated Section 2.3 to add a third method for those employees who are required to have a telecommunications device/Internet service. Documented the Monthly Communication Plan Allowance and Communication Equipment Allowance programs in Section 3.2 on Method 2. Added Section 3.3 on Method 3, which allows the employee to submit receipts or vendor statements for reimbursement within 60 days of payment for these expenses; the employee must indicate which charges were business-related, and a purchase voucher will be used for reimbursement
5	04/07/2008	Applied revised SAM template to meet current documentation standards. Deleted Section 3. Added the responsibility for administration to each component university as opposed to the System in Section 2.3. All program provisions (Methods 1, 2 and 3) were removed
6	06/19/2015	Added the new Revision Log. Changed title from “Personal Use of UHS Telecommunications Equipment or Services” to current title. Removed the Communication Equipment Allowance program from the document, and replaced it with a communication allowance program. Deleted Section 2.1. Removed references to a Personal Digital Assistant (PDA) and emphasized cellular telephones in Section 2.2. The employee’s department may elect to contribute to the operation of the cellular telephone by providing a monthly cell phone communication allowance in Section 2.2. Added Section 2.3 on the lack of requirement to provide a communication allowance unless the component university elects to provide it to employees whom request it. Removed Section 5, Indexing Terms
7	06/12/2017	Changed title from “Monthly Communication Allowance for Business Use of Personal Cell Phone and/or Internet Service” to “Monthly Cell Phone Allowance.” Changed all sections to emphasize cell phone allowance, instead of communication allowance. Removed previous component university guideline based on current operating requirements in Section 2.3. Updated titles as applicable