

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EMPLOYEE TECHNOLOGY REIMBURSEMENT**

**POLICY 3515**

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**ADOPTED: 09/24/19**

Approved eligible employees may receive a technology reimbursement, maximum \$25/month, from the College, for pre-approved business-related costs incurred when using their personal cell phones, or personal tablets and laptops. Employee reimbursements will be administered by the Business Services office and follow all terms and conditions contained herein.

An employee may be eligible for reimbursement, only if there is a proven functional business necessity.

The following criteria must be followed to qualify:

1. Reimbursement eligibility must be approved in advance of usage, by the Supervisor's area VP and the VP of Business Services.
2. There must be a business purpose that cannot be accomplished by use of an assigned college extension, or other land based communication method.
3. Expense reimbursement will not exceed \$25/month as a total reimbursement, regardless of the expense.
4. Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes against the total calls made, not to exceed \$25/month.
5. There will be no reimbursement made for any equipment charges/depreciation, including but not limited to purchase, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and Vice President of the area must specifically request that the employee use their personal cell phone or personal computer devices for college business purposes on the applicable form, and that usage must be pre-approved by the VP Business Services. There must be an accountable actual expense on a bill to qualify.

Reimbursement will be monthly, following established college procedures, and must be submitted, based on an actual expense, excluding the cost for equipment, insurance and taxes.

It must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges highlighted and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

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Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the college. This includes responsibility for all termination clauses, and paying all charges associated with the cellular service and device.
- Provide detailed monthly invoice for the period and amount claimed. Multiple monthly invoices will not be accepted. Only the current month will be accepted.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state, and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- The College will not be responsible for any cost or liability for you breaking the laws.
- Delete all College data from the cell phone when employment with the college is severed, except when required to maintain the data in compliance with a court order, or college administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone or a laptop/tablet to your supervisor within 5 business days of this change.