

Agency Cell Phone & Reimbursement Procedures / Request Form

Central Rivers AEA will support employees' necessary use of personal cellular phones in the performance of position responsibilities subject to service area director approval.

Reimbursement policy for personal cell phones:

The AEA will reimburse employees that have received approval for reimbursement at a rate of \$10.00 per month to be reimbursed annually. Employees wishing to be considered for a cell phone reimbursement shall complete a Cell Phone/Reimbursement Request Form and submit the form to their service area director. Staff receiving an AEA cell phone reimbursement will have their cell phone number listed in a cell phone directory that will be published on the internal staff website.

Reviewed: 11-2-16

Cell Phone Reimbursement Request Form

Name _____

Service Area _____ Region _____

Requesting:

Reimbursement for personal cell phone
Cell Phone Number _____

Agreement:

I understand that my cell phone number will be available to other agency staff for business use and will be in an AEA cell phone directory. I further understand the maximum reimbursement is \$10 per month and payable annually.

REMOTE WORK SITE EMPLOYEES ONLY: I understand that my cell phone number (or Google Voice number) will be published in the Contact Us Directory available on the Agency website and will be available to other agency staff on the AEA cell phone directory for business use.

Google Voice Number (if applicable): _____

Signature: _____ Date: _____

Please turn this signed form in to your service area administrative secretary:

_____ 10 months _____ 12 months

Service Area Director's Signature

Date