

**Personal Cellular Services Allowance Form**

This form authorizes an employee an allowance for reimbursement up to \$600.00 USD for university use of their personal cell phone plan. This allowance is intended to assist with the cost for usage of cellular service, and not necessarily to cover the total costs.

To obtain an allowance for an employee:

1. Complete this form including the allowance amount and obtain the employee and appropriate department head signatures.
2. Submit the form to the divisional vice president for signature.
3. The divisional vice president should return the form to the appropriate department head.
4. The department should **scan and attach this form to the Special Payment Personal Change Request (PCR)**.

It will then follow workflow through the appropriate offices, including:

- the Human Resources Office for employees in divisions other than VPAA; or,
- Faculty and Academic Resources for employees in the VPAA division.

Printed Name:	Department:
Texas State PLID:	Position Number:
Work Phone/Cell Phone:	Allowance Amount: \$
Account Manager:	Vice President:
Reason for Allowance:	

Please select appropriate level to determine the monthly allowance from the schedule below.

Service Plan	Plan Level I	Plan Level II	Plan Level III
Amount	\$20.00	\$35.00	\$50.00

I have read UPPS 05.03.11, Wireless Cellular Communication Services, and understand

1. The associated employee responsibilities.
2. That these allowances are considered taxable compensation subject to required tax withholdings; and,
3. These allowances are NOT part of my base salary.

\_\_\_\_\_  
Employee's Signature / Date

\_\_\_\_\_  
Department Head / Date  
Authorizing Signature (1)

\_\_\_\_\_  
Division Vice President / Date  
Authorizing Signature (2)

**Legend/Explanation:**

Service Plan Level	*Description – Usage is defined as voice, data, features, etc. regardless of instrument type.
I	Minimal amount of business usage* anticipated
II	Moderate amount of business usage* anticipated
III	Power user, much of anticipated usage* is business related