What allowance amount should I select on the Mobile Communication Device (MCD) allowance eForm?

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Supplemental to University Policy 602.10, Mobile Communication Device Allowances and MCD Procedures.

1. Choose an appropriate allowance amount in the "Allowance Rate per Month" field to cover only the employee's anticipated business-related MCD service charges.
2. The allowance must not exceed the expenses the employee actually incurs in maintaining the device.
3. Select one of the standard tiers listed, or choose "other amount" and enter an amount.

Note

If the amount entered exceeds the standard tier amount, or if the "Exception Rate" tier is selected, additional approval from the Vice Chancellor for Business Affairs will be required.

The University provides MCD allowance amounts that are structured to compensate employees for business use of their personal mobile communication devices when employees incur service plan costs associated with the device.

Related Articles

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