What supporting documentation should I submit with my MCD Allowance Request eForm?

Tell Me

1. Per IRS, you must attach a copy of your most recent cell phone bill or service provider contract along with other business use supporting documentation, to substantiate your reimbursement.

![Warning](image)
The requested MCD Allowance must not exceed the amount listed on your supporting documentation.

**Note**

Please remember to redact level 2 or 3 data from any attachments per the [Guideline for Data Handling](#). If you have questions about the data levels, please contact your Data Security Officer, Information Security Liaison, or the Information Security Compliance Office (iscompliance-group@uncc.edu).

<table>
<thead>
<tr>
<th>Level 0 – Public</th>
<th>Level 1 – Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Can be stored anywhere</td>
<td>• Not shared publicly without authorization</td>
</tr>
</tbody>
</table>
| • Freely distributed | • Can be stored on:
| • Examples: Job postings, Press releases and marketing material, Published research, presentations, or papers | • University computers
| | • Network drives
| | • Google Drive and Dropbox
| | • Examples:
| | • Department procedures
| | • Budget information
| | • Internal memos |

<table>
<thead>
<tr>
<th>Level 2 – Sensitive/Confidential</th>
<th>Level 3 – Highly Restricted</th>
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<tr>
<td>• Requires authorization to view</td>
<td>• In general, should not be copied or downloaded from the secure location without speaking with the Data Owner, Data Security Officer, Information Security Liaison, or Information Security Compliance Office</td>
</tr>
</tbody>
</table>
| • Should not be stored on computer hard drives (be cautious when using Dropbox sync App and Google Drive sync) | • Examples:
| • Can be stored on network drives and online in Google Drive and Dropbox with limited access | • SSNs
| • Examples: | • Credit card information
| • FERPA data | • Restricted research data
| • Personnel records | |
| • Personally identifiable information | |

Related FAQs

- Can our Department create policies to ensure that FLSA (Fair Labors Standard Act) subject employees who receive a Mobile Communication Device (MCD) allowance do not use their devices outside of normal, established working hours?
- Are there specific security policies I need to comply with if I receive a Mobile Communication Device (MCD) allowance for my personal MCD?
- Is an employee on leave eligible to receive an MCD allowance?
- How do I terminate an MCD allowance?
- What supporting documentation should I submit with my MCD Allowance Request eForm?