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.

Info

The supporting documentation should contain the employee’s name, phone number, and monthly service charges. It should also indicate the number of adult phone lines on any shared service plan. Activity detail pages are NOT required. Refer to examples provided in this FAQ.

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 (scompliance-group@uncc.edu).

Related FAQs

- What supporting documentation should I submit with my MCD Allowance Request eForm?
- What name should be listed in the “Department Head or Delegate” field on my MCD allowance request eForm?
- What fund should I enter in the “Allowance Fund” field of the MCD eForm?
- What are the deadlines for requesting/renewing a MCD allowance?
- How do I determine the employee’s portion of actual monthly service charges and select the appropriate Mobile Communication Device (MCD) allowance on the eForm?