

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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## Cellular Phone Utilization and Reimbursement - University Issued and Employee Owned

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### Purpose

The LSU AgCenter understands that due to the nature of job responsibilities of certain employees, it is necessary to have a cellular phone policy which covers utilization of University issued cellular phones and which also allows employees to utilize their personally owned devices for business dictated purposes when necessary.

### Policy

#### UNIVERSITY ISSUED CELL PHONE

It shall be the policy of the LSU AgCenter that all requests for University issued cellular phones be authorized by the Unit Head and that utilization shall be in compliance with the guidelines and procedures established in this policy including:

- A. Cellular calls should be limited to University business,
- B. Use other means of communication instead of cell phones when available,
- C. The length of the conversation should be limited, and
- D. Personal calls and charges must be reimbursed with a check made payable to the LSU AgCenter using the following guidelines:

1. In the event total minutes utilized exceeds your plan limit, reimbursement shall be based on personal call utilization up to but not greater than the cost of the minutes that exceed the plan (i.e. your plan calls for 300 minutes – you incur 350 minutes of total utilization – you had 55 minutes of personal utilization – your reimbursement responsibility will be 50 minutes at the plan per minute charge).

**Note:** No reimbursement is required when total plan minutes are not exceeded.

2. Any assistance, roaming charges, or other miscellaneous charges (i.e. charges for special rings, games, etc.) which are not clearly business related.

#### EMPLOYEE OWNED CELL PHONE

It shall be the policy of the LSU AgCenter that all requests for reimbursement of cellular phone billings be authorized by the Unit Head, and that utilization shall be in compliance with the guidelines and procedures established in the policy including:

- A. Cellular calls for which reimbursement will be claimed must be limited to University business,
- B. Cellular phone calls for business related reasons should be used only when no other means of communication are available,

C. The length of the conversation should be limited, reasonable and necessary, and

D. Reimbursement for business calls from an employee’s personal cellular phone shall be made in the following manner:

1. An average cost per minute will be calculated and applied to the number of business call minutes. For example, if the total monthly cost is \$53.34 and the total minutes used was 400, then the average cost per minute would be \$0.13, or \$53.34/400. If the total business minutes were 95, the employee would be due \$12.35, or 95 x \$0.13.

2. Employee requests for reimbursement shall be made on an employee reimbursement form or travel reimbursement voucher and a copy of the cellular phone bill indicating the business minutes to be reimbursed must be attached. The actual calculation of average cost per minute must be shown.

### Applicability

This policy shall be applicable to all employees in all units of the LSU AgCenter.

### Responsibility

**UNIT HEADS are responsible for:**

Authorizing their respective unit’s request for University issued cellular phones.

Providing a copy of the monthly bill for each University issued cellular phone to each respective user in the unit, and assuring that:

a. Each employee has reviewed and signed their respective bill acknowledging the amount of personal costs due,

b. A check for reimbursable personal costs is attached to the reviewed bill,

c. Signing each bill after all employees have completed their review.

Assuring that the reviewed bills and deposits of checks are forwarded to LSU AgCenter Accounting Services for processing.

Periodically reviewing the cellular plan to be sure that the most cost effective plan is being utilized for the employee’s business needs.

Determining whether calls made on an employee’s personally owned device were actually business related.

Reviewing and approving employee reimbursement requests for calls made on the employee’s personally owned device.

Making sure that each employee under his/her supervision is:

a. made aware of this policy and its contents as well as any forthcoming revisions,

b. informed that he/she must abide by the terms of this policy as a condition of employment, and

c. informed of the consequences of violation of this policy.

Providing for formal review of this policy with all affected employees on a cyclical basis.

**EMPLOYEES are responsible for:**

Complying with all aspects of this policy.

**Violations**

Employees found to have violated this policy may be subject to disciplinary action.