

**Office of Business & Finance
Administrative Services Center**

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Objective

The purpose of this document is to recommend an approach to achieving a more efficient means of handling cell phone usage and reimbursements for OSU business calls and to clarify policies on mileage reimbursement. The current method of using a personal cell phone and then calculating business call reimbursements is a tedious and time-consuming process. What can be done to improve this process?

There is currently no specific policy regarding reimbursement of on-campus mileage. A policy clarification is needed.

Process Changes

Cell Phones

1. The Office of Business and Finance will no longer reimburse for business calls on a personal cell phone. Instead, for eligible employees, one of the following two methods must be used. Exceptions to these methods need to be requested in writing and approved by the Senior Vice President or designee.
 - a. Use of a monthly cell phone allowance (preferred method). The amount of the monthly allowance will be approved by the area's AVP based on anticipated business usage. OIT cell phone plan rates will be used as a guideline for the **maximum** allowance rates.
Current OIT Plan Rates (as of 7/24/2006):

Minutes	Rate
600	\$40
1000	\$50
2500	\$100
 - b. Issuance of an OSU owned cell phone for business use only. When issuing an OSU owned cell phone, the employee will be required to sign a statement certifying that the phone will only be used for OSU business purposes. In addition, the individual cell phone bills will need to be signed by the employee acknowledging that all charges are OSU business calls.
2. To be eligible for either a cell phone allowance or an OSU owned cell phone, an AVP or higher approval is required and one of the following criteria must be met.
 - a. Employee is subject to 24/7 access (OR)
 - b. Majority of employee's job duties require him/her to be away from his/her office and employee's job duties require complete availability while on duty.
3. Employees who currently receive cell phone reimbursements or have an OSU owned cell phone will need to be reviewed for eligibility based on the criteria outlined in #2 above.

Mileage

1. The Office of Business and Finance will not reimburse employees for trips between buildings on the Main Campus or trips within 10 miles of Main Campus. Exceptions to this policy need to be requested in writing and approved by an AVP with concurrence from the Senior Vice President or designee.
2. Staff members commuting from home to a site more than 10 miles away from the Main Campus shall be reimbursed only for mileage which **exceeds** the round-trip distance from their home to their primary location on Main Campus.
3. Staff members driving to and from the airport when traveling on business will be reimbursed only for mileage that **exceeds** the round-trip distance from their home to their primary work location on Campus.