

## 671.5

### CELL PHONE BUSINESS USAGE REIMBURSEMENT

CESA #9 recognizes the utility of cell phones as a necessary tool for **some of** our ~~professional~~ staff to carry out their work responsibilities. ~~The Agency will reimburse employees for actual costs of cell phone calls incurred for business purposes. In order to receive reimbursement, the employee must submit a detailed monthly bill with all business related calls identified.~~

**Upon demonstrated need and approval of the Agency Administrator, the Agency may provide a stipend to offset cell phone/data plan costs.**

~~The cell phone is the property of the employee along with the responsibility for all related costs.~~ **Employees are responsible for the cost of acquiring, installing, and activating a cellular phone. The cellular phone remains the property and responsibility of the employee.**

Tentative Approval: September 3, 2008

FINAL APPROVAL: October 1, 2008

**Revised and Approved: August 3, 2015**