May 17, 2016

MEMO TO: Vice Chancellors, Deans, and Directors

FROM: Kevin Bame  
Vice Chancellor for Administration and Finance

SUBJECT: Wireless Phone Guidelines

The University Administration continues to evaluate expenditures for cost saving measures. The Wireless Phone Guidelines and the amounts paid to employees for cell phone allowance were recently reviewed. It was determined that the campus should be consistent with the amount paid to employees for cell phone allowances.

The guidelines were recently revised and posted at http://oit.siu.edu/telecommunications/service_departments/telephone_services/equipment-details/wireless_service_guidelines.php. As of July 1, 2016, the wireless phone allowance is $25 per month and may be approved for, but not exceed, $45 per month for employees with job duties that require significant data usage.

Please review all current wireless phone allowances within your reporting lines. Departments are requested to submit a new Wireless Phone Allowance Request Form for any employee who is receiving an allowance amount that does not comply with the revised guidelines. As of July 1, any wireless phone allowance that does not comply with the revised guidelines will be revoked.

The allowance is intended to reimburse the employee for the University’s business portion usage of the phone and not pay the entire phone bill. The allowance is taxable income to the employee and will be included in taxable wages on the employee’s Form W-2. Please refer to the guidelines for eligibility criteria.