What allowance amount should I select on the Mobile Communication Device (MCD) allowance eForm?

Tell Me

Supplemental to University Policy 317, Mobile Communication Device Allowances and MCD Procedures.

1. Choose an appropriate allowance amount in the "Allowance Rate per Month" field to cover only the employee's anticipated business-related MCD service charges.
2. The allowance must not exceed the expenses the employee actually incurs in maintaining the device.
3. Select one of the standard tiers listed, or choose "other amount" and enter an amount.

Note
If the amount entered exceeds the standard tier amount, or if the "Exception Rate" tier is selected, additional approval from the Vice Chancellor for Business Affairs will be required.

The University provides MCD allowance amounts that are structured to compensate employees for business use of their personal mobile communication devices when employees incur service plan costs associated with the device.

Related Articles

- Can our Department create policies to ensure that FLSA (Fair Labor Standards Act) subject employees who receive a Mobile Communication Device (MCD) allowance do not use their devices outside of normal, established working hours?
- Is everyone eligible to receive an allowance for a personally-owned Mobile Communication Device (MCD)?
- Will I be reimbursed for any calls I make using my personally-owned Mobile Communication Device (MCD) while traveling on University business?
- What supporting documentation should I submit with my MCD Allowance Request eForm?
- Who can edit the Employee ID field on the MCD eForm?