What fund should I enter in the "Allowance Fund" field of the MCD eForm?

Tell Me

1. In most circumstances, you should use the same fund for the MCD allowance that is used to pay the employee's salary, since benefit funding generally follows salary funding.
2. However, there may be exceptional circumstances that would warrant the use of a different fund.
3. Please check with the Budget Office, Personnel Budget Management for additional guidance.

Note

Any funding source changes on existing MCD allowances must first be reviewed by the Personnel Budget Technician in the Budget Office prior to submitting the eForm.

Related FAQs

- Can our Department create policies to ensure that FLSA (Fair Labors Standard 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?