



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

240 Cell Phone Service

Effective: May 19, 2005

Revised: May 7, 2018

References: FIACCT 05-05.00

Purpose:

This policy provides department-specific clarification and parameters to the Finance policy governing “Cell Phones and Home Internet Service – State provided, Employee Allowances, or Reimbursements” (FIACCT 05-05.00).

Definitions:

For the purpose of this policy:

1. “DAS” means the Utah Department of Administrative Services;
2. “Division” means the organizational units of DAS identified in [Utah Code §63A-1-109](#);
3. “Director” means a division director, and includes the coordinator established by [Utah Code §63G-3-401](#);
4. “LMS” means the Learning Management System utilized by DAS;
5. “UPM” means the Utah Performance Management system provided by the Department of Human Resource Management and utilized by DAS.

Policy:

1. A director or designee shall comply with the Finance Accounting Policies and Procedures FIACCT 05-05.00 when the director or designee determines that an employee must have access to a cell phone, a data plan, or any combination of these for business purposes.
2. As allowed under the FIACCT 05-05.00.D, a director or designee may:
 - a. Authorize and permit reimbursement as follows:
 - i. Up to \$30 per pay period (\$65 per month) for a voice-only plan or data plan plus full reimbursement of a Wireless Priority Services (WPS) plan if documented as a business necessity;
 - ii. Up to \$50 per pay period (\$108 per month) for a combined voice and data plan plus full reimbursement of a Wireless Priority Services (WPS) plan if document as a business necessity;
 - b. Assign a State-provided cell phone, or
 - c. A combination of (a) and (b).



3. The director or designee shall determine the business need for an employee for a cell phone and shall complete the appropriate agreement; F240A, *Personal Cell Phone Allowance Agreement* or F240B, *State-Provided Cell Phone Allowance Agreement*.
4. The director or designee and the employee shall ensure the agreement:
 - a. Does not provide for reimbursement that exceeds the direct expense for the employee's wireless plan;
 - b. Does not include extra features that serve no business purpose;
 - c. Is based on a current statement that is not more than two months old;
 - d. Is substantiated with a copy of the statement on which the reimbursement calculation is based that is attached to the agreement;
 - e. Is uploaded to the UPM or LMS system for proper tracking; and
 - f. Is renewed annually or when a change in business need, circumstances, service plan, or costs require a change.
5. As allowed under the FIACCT 05-05.00.D, a cell phone agreement is valid for one year from the date of approving signature.
6. If the director or designee determines that business purposes necessitate continuing a reimbursement agreement beyond one year, the director or designee shall execute a new agreement with the employee.
7. The cell phone or home internet agreement may be terminated at any time by the director or designee, or the employee.
8. By signing the agreement pursuant to this policy, the employee understands that:
 - a. The employee may be taxed for some types of reimbursement, and
 - b. The employee may be required to disclose records in response to a request for information pursuant to Title 63G, Chapter 2, Government Records Access and Management Act.