



Arts & Sciences
Mobile Communications & Home Office Internet Stipend Request

Name:

NetID:

Division/Department:

Chart String:

Faculty Funding account (Burke, IRR,
etc.)

Effective Date:

Ongoing (no defined end date)

End Date (if applicable):

Qualifying Reason:

On-Call Responsibilities

Frequently travel to a remote location or significant time away from the office

Job Responsibilities require use of a mobile device

Receive or initiate emergency communication

Details:

Monthly Stipend for Mobile Communications:

All mobile communication are capped at \$50.00 and home office internet stipends are set to \$50.00

Monthly Stipend for Home Office Internet

I certify that I am using my personal cellular device as described in the Mobile Communication Device and Services Policy as required by my department and am requesting a stipend to offset costs related to business activities. I understand the stipend will be included in my regular paycheck as taxable income.

Requester:

Please attach this form to the [General Request eForm](#) and select "Communication Stipend" as the Request Type. Add your Department/Program Chair and Amanda Bushor, Divisional Fiscal Officer, as approvers on the General Request eForm and click submit to route for approval. Once approved the request will automatically route to your Finance Center for processing.