

**Arts & Sciences - Faculty
Mobile Communication & Home Office Internet Stipend Request**

Name _____

Division/Department _____

Qualifying Reason

- On Call Responsibilities
- Frequent travel to a remote location
- Significant time away from office
- Receive or initiate emergency communication

Chart String (stipend to be charged to) _____
Faculty Funding Account (Burke, FRPDF, IRR, etc.)

Requested Stipend Type Mobile Communications Home Office Internet **\$50**

Monthly Amount Requested for Mobile Communications (see chart on page 2) \$_____

Requested Start Date _____ Requested End Date* _____

Other Details _____

I certify that I am using my personal cellular device as described in the Mobile Communications Device and Services Policy, and/or using my home internet service, and am requesting a stipend to offset costs related to business activities. I understand that stipend will be included in my regular paycheck as taxable income.

Requestor Signature _____

- Save a copy of this form to your desktop
- Submit form to ASFC for obtaining fiscal approval and payment processing

ASFC Internal Use Only

A&S Fiscal Officer Approval _____

Assignment Number _____

* Stipends are open ended unless faculty member requires an end date (e.g., limited funding, research period, etc.).

Stipend Guidance

Verizon	Suggested Monthly Stipend
450 talk minutes	21.00
900 talk minutes	31.00
450 talk minutes + text	31.00
900 talk minutes + text	40.00
2GB data	18.00
5GB data	31.00
10GB data	49.00
AT&T	Suggested Monthly Stipend
100 talk minutes	15.00
300 talk minutes	17.00
600 talk minutes	24.00
1000 talk minutes	25.00
300 min talk, unlimited data & text	30.00
400 min talk, unlimited data & text	30.00
600 min talk, unlimited data & text	36.00
1000 min talk, unlimited data & text	45.00
<p>Note: The suggested stipends are for new services based on average fees by Dartmouth preferred vendors, and have been adjusted to cover the tax implications of the stipend. Stipend amounts typically remain the same over the life of a telecommunications contract.</p>	