



### **Updated Mobile Communication Device (MCD) Policy and Form**

After consideration of recent feedback, the University of Wyoming will be keeping the Mobile Communication Device (MCD) allowance process, while restructuring the policy and associated form. The restructured process includes noted dollar allowances for employees that meet substantiation requirements based on their essential job duties. Discretion for these allowances will be managed by the specific departments, namely the Supervisor, Cost Center Approvers and Appointing Authority. We encourage you to review the updated policy in full, found on the [HR website](#) and the associated [Mobile Communication Device \(MCD\) Allowance Form](#).

Employees that meet the criteria for a reimbursement will need to work with their supervisor and department to ensure that fully signed and completed forms are received in Human Resources / Payroll prior to the end-of-month Payroll deadline of January 14<sup>th</sup>, 2022. If you have any questions, please direct them to HR / Payroll at 307-766-2217 or 307-766-2377.