

UNIVERSITY OF WYOMING

Associate Vice President for Administration
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December 1, 2008

TO: Employees receiving MCD allowances

FROM: Janet S. Lowe, CPA
Associate Vice President for Fiscal Administration

RE: Mobile Communication Device (MCD) Allowance Renewals

You are receiving this letter because you currently receive a monthly allowance for a mobile communication device (MCD) that you use for business purposes. These allowances expire on December 31st each year and must be renewed. The renewal process gives you and your department the opportunity to review your business use at least annually and revise your allowance as needed. Renewal forms are due into the Payroll Office by January 15, 2009 to continue your allowance payments.

The intent of the MCD policy is to allow employees the freedom to call whomever they want on their personal MCD, business or personal calls, and to be reimbursed for the business use of their device. In the age that we live in, it is not unreasonable to assume that there will be personal use of a device. Appendix A of the policy specifies that the University will reimburse employees for the business use portion of their MCD, not to exceed the base plan price for services. The base plan price includes bundled service or voice service plus any separately stated data and text service (rounded up to the nearest dollar), before discounts and taxes.

For example, if you have a base voice plan that costs \$39.99, you can request an allowance of up to \$40 to cover your business use of the device. If you are on a family plan, your maximum allowance would be the total of the plan divided by the total number of phones on the plan. If you have a family plan that shows an \$80 base price, plus \$9.99 for an additional line, the maximum allowance you can claim is \$45 – that is the \$89.99 base cost divided by 2 phones and rounded up to the next whole dollar.

To renew your allowance for 2009, please fill out the enclosed allowance form. Attach to the form the Summary page from your current bill for the phone number that is receiving the allowance. If you are on a family plan, also attach a copy of the Overview of Lines page from your bill. Have your form signed by your dean or department head and returned to the Payroll Office by January 15th to ensure that your allowance will continue uninterrupted.

If you have questions about how to fill out your form, please call Melissa Mason at 766-6144 or Megan Hanneman at 766-4391. Thank you.