

**University of Wyoming**  
**Mobile Communication Device Policy**  
**APPENDIX A**

Effective Date: August 1, 2008

**Reimbursement Rates**

Mobile Communication Device (MCD) allowances can be set at any whole dollar amount to reimburse an employee for the anticipated amount of **business usage (voice, data and text messaging)** of their personal MCD. Total reimbursement cannot exceed the base monthly charge for the services, excluding discounts, taxes and surcharges.

Other items to note:

- Personal Blackberry device - University departments pay a \$12.50 per month Integrated Blackberry Service Charge for server operation and maintenance.
- If Blackberry devices are UW- owned, University departments pay for the data service and a \$12.50 per month Integrated Blackberry Service Charge for server operation and maintenance. Blackberries can continue to be UW-owned if they do not have a voice plan.

Reimbursement rates will be reviewed on an annual basis by the Division of Administration to most closely match current mobile communication device rates. Rates could go up, down or stay the same. Please check the current Appendix A when doing your annual allowance review.

This policy, the UW Mobile Communication Device Allowance Authorization Form and Appendix A may be found online at:

<http://uwadmnweb.uwyo.edu/adminfiscal/policy%20related%20docs.asp>