

UNIVERSITY OF WYOMING

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To: Department Telecommunication Billing Coordinators

From: Janet S Lowe, CPA
Associate VP for Fiscal Administration

RE: Mobile Communication Device (MCD) Policy Update

The Division of Administration thanks you for your assistance in implementing the new MCD policy. After receiving input from many of you and hearing concerns from individual employees, we have modified Appendix A of the policy pertaining to reimbursement amounts.

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. Employees have voiced concerns that with the allowance structure now in place, they are not being fully reimbursed for the business use of their devices.

The new Appendix A clarifies that the University will reimburse employees for the business use portion of their MCD, not to exceed the base plan price for services: bundled service or voice service plus any separately stated data and text service (rounded up to the nearest dollar), before discounts and taxes. Some plans include text and data in the base price and others add it on. This should help to alleviate the burden of the payroll taxes that are being taken out of the allowances and still provide for some personal use of the devices. Allowances can now also be set in full dollar increments. For example, if you have a base voice plan that costs \$39.99, you can have 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 that plan. For example, if you have a family plan that shows the main line charge of \$59.99 and 2 additional lines at \$9.99 each, then the maximum allowance that you can claim is \$27.00 – this is the \$80 base plan cost divided by 3 and rounded up to the next whole dollar.

The MCD Allowance Form has also been modified. Some of the major changes are: checkboxes for whether this is a new allowance or a change and description of documentation that should be attached. Please remember to fill out all allowance forms completely or they will be returned and there may be a subsequent delay in processing.

If you have additional questions about the policy please call me at 307-766-3307, Megan Hanneman at 307-766-4391 or Melissa Mason at 307-766-6144. Thank you.