The Department of Cellular & Structural Biology mobile phone reimbursement policy is intended for employees who demonstrate a legitimate need to use a mobile phone for HSC responsibilities. Our policy adheres to the institutional Acceptable Use policy (http://uthscsa.edu/hop2000/5.8.10.pdf). The following situations will be considered for approval:

1. Departmental on-call or rotation duty mobile phones shared among employees.

2. Employees required to be on-call after standard business hours.

3. Phones established for the purpose of a project described in an extramural grant or a specific departmental service, such as provided by the Human Anatomy Program. Other examples in this category include, performing field work, interviewing study subjects, and maintaining a 24/7 hotline or on-call service.

If any of the above conditions are met, the user must be able to demonstrate that:

- the phone is not used for personal calls as shown by the monthly call listing, and
- the phone satisfies the current Institutional Accepted Use Policy described in HOP Chapter 5.8.10 and any future modifications of this regarding encryption, password protection and inappropriate use;

then the phone can be purchased from, and the monthly costs can be paid directly from extramural funds or Institutional funds, if the phone / data plan expenses have previously been budgeted. The phone will be tagged as a HSC controlled item. When the grant project or departmental service ends, the phone must be returned to the department and the data plan disconnected. If the department continues to use the phone for another approved purpose, the data plan should be moved to a new source of funds.

Alternatively, if any of 1-3 apply and the phone is owned by and paid for personally by a HSC employee:

- the user may request to be reimbursed up to $600 per fiscal year after providing detailed receipts showing the same amount of business related activity has been charged to the phone. In addition, there must be an Institutional funding source that can be used legitimately to reimburse the phone owner. The user will collect the needed receipts and submit a request for reimbursement once per fiscal year.

Christi A. Walter, PhD
Chair, Department of Cellular & Structural Biology

3-12-15

Date