I. Title: Personal Mobile Telephone Expense Reimbursement Policies

II. Policy

A. Telephone service purchases will be made through Information Technology Service Management (ITSM). UT Health San Antonio maintains a contract with several vendors for air-time.

B. Reimbursement for air-time charges incurred on a personal mobile telephone air-time contract will be made at a rate not to exceed the University contract rate.

III. Reimbursement Rate

A. Most mobile telephones carry a flat rate airtime package. The formula for reimbursement of business calls is the monthly cost of the air-time package plan divided by the number of minutes provided in the plan. This is the cost per minute. The reimbursement rate allowed is the number of minutes used for UT Health San Antonio business multiplied by the air-time package cost per minute. Minutes used above the packaged rate plan are generally charged at a higher rate. Calls charged at this rate will be reimbursed at the package rate, not the overtime rate.