



Policy Type: Administrative

Category: Information Technology **Sub-Category:** Mobile Devices

Policy Name: Reimbursement for Business Use of Personal Smart or Cellular Telephones

Policy Owner: Controller-Treasurer Department

Policy Purpose

The purpose of this policy is to provide County departments with guidelines for reimbursing employees for the business use of personal smart or cellular telephone equipment.

Policy Summary

With the evolving changes in technology and the widely-adopted use of cellular phones by employees, departments may use the reimbursement method to avoid unnecessary cellular phone service costs when the employees do not have extensive business usage.

Employees will be reimbursed for business use of smart/personal cellular telephone equipment when the following conditions are met:

- The department head has specifically authorized (in writing) that the employee may use a personal cellular telephone for County business phone calls.
- If the device is used to access a County network or information system, express written authorization must also be obtained from the department's IT Manager, and the provisions of Section 4 of the Santa



Clara County Information Technology User Responsibility Statement apply. Attachment B – Personally-Owned Device Signature Page of that Statement must be executed to document said authorization.

- Each “business” use must be identified on the bill to support the total amount claimed. For a data plan accessing the County network or information system, the employee will estimate and certify the percentage used for business (with justifications) that the department will review and approve.

When the above conditions are met, the reimbursement amount is limited to the actual cost with business use plus applicable taxes. If the cost of airtime is not itemized on the bill because the business uses were made within the plan’s minute allowance associated with the phone service, then the per minute rate should be calculated by dividing the monthly call phone access charge by the number of plan minutes used. When the data plan is charged at a flat rate with unlimited use, the employee should be reimbursed at the pre-approved estimated percentage that was justified, reviewed and approved by the department, as noted above.

Reimbursements, with the employee’s original bill and certification of business usage on call and data plans retained as supporting documentation, should be processed through SAP using SAP accounts payable process with the Direct Pay code H63. The reimbursement will be made to the employee via ACH.

Procedures

None.



Definitions

None.

Frequently Asked Questions

None.

Related Policies

- County-Issued Mobile Processing Device Policy -
- Information Security Policies -
<https://saecommon.sccgov.org/countypolicy/Information-Technology-Security-Policies.pdf>

Related Forms and Information

- Attachment B - Personally-Owned Device Signature Page -
[url]/sites/policies/FormsrelatedtoPolicies/Attachment-B-Personally-Owned-Device-Signature-Page.pdf
- Information Technology User Responsibility Statement -
<https://iservices.sccgov.org/sccurds>



History

Date	Changes Made
10/05/2017	Link to User Responsibility Statement Updated. (Kyle Larson)
10/16/2014	Policy Uploaded. (Kyle Larson)