

Mobile Devices/Plans and Home Internet Policy

IS&T Mobile Devices/Plans and Home Internet Reimbursement Policy

Effective April 1, 2010

Mobile Devices and Plans

- Employee eligibility for Mobile Device, Calling Plan, and Data Plan reimbursement will be determined by the Directors or the Head of IS&T for employees whose job requires a device/plan.
- All purchases of devices and reimbursement of plans require approval by the Directors or the Head of IS&T in advance.
- Selection of devices and plan will be based on standards established by the IS&T Mobile Support group.
- Quarterly audits will be conducted by the Finance Team and Pro Card verifiers to ensure optimum mobile plan selection based on calling and data patterns.
- We recommend that mobile devices that require both calling and data plans for MIT business use be on MIT provided (Corporate Responsible Unit or CRU) agreements, which are billed directly to and paid by MIT.
- Individually Responsible Units (IRU), which are devices and plans that are billed to and paid by individuals, also require advance approval by the Directors or the Head of IS&T to qualify for reimbursement. If approved, a maximum of \$45 for voice plans and \$45 for data plans will be reimbursed (The actual reimbursed amount should be the lesser of the actual bill or the maximum \$45 reimbursement limit). *One should note that the IRS might consider this reimbursement as taxable income.*

Home Internet

- IS&T will not reimburse staff for home internet charges