

**UNC Charlotte**  
**Mobile Communication Device (MCD) Supplemental Procedures**  
***Supplemental to University Policy 602.10***

These procedures supplement University Policy 602.10, Mobile Communication Device Allowances, and describe the steps employees should take to request a mobile communication device (MCD) allowance when they are required to use a personally-owned device for “substantial non-compensatory business reasons” (University Policy 602.10, Section III) and incur service plan costs associated with the device. In addition, these procedures outline when issuance of University-owned devices may be appropriate and when reimbursement for incidental use of personal MCDs may be warranted. Review University Policy 602.10, Mobile Communication Device Allowances before reading these procedures.

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**I. Definitions**

The definitions provided in Section II of University Policy 602.10, Mobile Communication Device Allowances, apply to these procedures.

**II. MCD Allowances**

Benefits of MCD allowances:

- The employee is able to choose a device, a service provider, and a plan that best accommodate his or her personal and business needs.
- The more onerous IRS substantiation requirements are eliminated so that employees and their supervisors are relieved of the responsibility of documenting calls and submitting each staff member’s monthly request for reimbursement.
- An employee may not have to change an existing personal MCD phone number to begin the allowance option.
- The employee need only carry a single device for both business and personal use.

Overview:

- The policy on MCD Allowances is set forth in Section III of University Policy 602.10, Mobile Communication Device Allowances.
- The employee must have and provide business justification for the allowance. The justification must be documented and approved by the employee’s supervisor and the Department Head for each allowance request or renewal made.
- The current allowance amounts per pay period are as follows:

<b>Plan type</b>	<b>Allowance Amount (per month)</b>	<b>Description</b>
Voice Only	\$23	University MCD usage (business use) is for voice only.

Data Only	\$23	University MCD usage is for data only.
Voice and Data	\$46	University MCD usage is for voice and data.
Exception Rate	\$60	University MCD usage is for voice and data and exceeds normal market rates. Exception rates must be approved by the Vice Chancellor for Business Affairs.
Unlisted Exception	Case by case determination	Any request for an allowance amount that is different from the standard amounts listed must be approved by the Vice Chancellor for Business Affairs and by OSBM.

- The allowance amount should be selected to cover only the employee's anticipated business-related MCD charges (If the allowance amount selected exceeds the employee's actual charges, the allowance must be reduced to a lower tier).
- The allowance will be included in the employee's paycheck each period as a nontaxable fringe benefit.
- The allowance request must be renewed annually.

*To obtain an MCD allowance, an employee must:*

- Complete the MCD Allowance Request Form.
- Attach a copy of his/her most recent cell phone bill or contract to show that the allowance requested does not exceed the actual costs incurred to maintain the device, as required by IRS regulations.
- Have his/her supervisor and Department Head review and sign the completed form to approve the business justification and authorize the allowance.
- If an exception rate is being requested, approval must be obtained by the Vice Chancellor for Business Affairs (and OSBM, if applicable) prior to submission to HR.
- Submit the form to Human Resources at [hrwebmaster@uncc.edu](mailto:hrwebmaster@uncc.edu).
  - For initial requests, submit forms no later than the 3<sup>rd</sup> of the month for the allowance to be included in the employee's paycheck on the 15<sup>th</sup>, or by the 18<sup>th</sup> of the month to be included in the employee's end-of-month paycheck.
  - For annual renewals, submit forms no later than [May 31 of each fiscal year.
  - Note that allowances will **not** be processed retroactively.
- If the request form is complete, Human Resources will input the approved allowance amount into Banner for processing through payroll.

*Ongoing Responsibilities:*

- *Payment of Bill:* The employee is responsible for paying his/her monthly bill directly to the service provider.
- *Availability:* Employees receiving an MCD allowance must provide the mobile number assigned to that device to their supervisor. Employees are required to keep the device available for business use during their work hours.

- *Annual Renewal:* Employees must initiate renewal of MCD allowances each calendar year by [May 31].
- *Lapse of service:* An employee who inadvertently allows MCD service to lapse while receiving the allowance will not be eligible to participate in the MCD allowance program for a period of six (6) months following the lapse, and service allowances paid after the service lapse will be recovered through payroll deduction. In addition, the employee may be subject to appropriate disciplinary action as necessary.
- *Public Records Law:* Records that are made or received on an MCD in the transaction of public business, regardless of whether an allowance is made, are subject to the public records law under General Statute §132. Therefore, the employee is responsible for retaining MCD bills and statements (since the device will be personally owned) in accordance with University Policy 605.3, Retention, Disposition and Security of University Records, which currently requires retention of telephone billings for three fiscal years.
- *Other Considerations:* Employees must comply with all other applicable policies and procedures when using the MCD. See Section VI of University Policy 602.10, Mobile Communication Device Allowances and related policies below.

### **III. University-owned MCDs**

#### *Overview:*

- The policy on University-owned MCDs is set forth in Section IV of University Policy 602.10, Mobile Communication Device Allowances.
- If an employee is required to use an MCD that has associated service plan costs for substantial non-compensatory business reasons, the University prefers that the employee use his/her personal device and request an MCD allowance, as outlined in Section II of these procedures.
- However, certain employees or groups of employees may use a University-owned device if proper business justification exists, e.g., devices required to be shared by employees while on duty, data-collection devices needed for research purposes.
- Departments may choose to purchase University-owned MCDs if all of the following requirements are met:
  - Proper business justification exists.
  - Approval is received from the Department Head and the Vice Chancellor for Business Affairs or his/her designee.
  - Administration of the device and service costs associated with the device (including payment of monthly bills) is managed by the issuing Department.
  - Note that employees may *not* be reimbursed for monthly personal service plans for University-owned devices. Monthly charges should be managed and paid by the issuing Department; otherwise, an MCD allowance should be requested. For reimbursement of incidental business use of MCDs, see Section IV.

*To obtain a University-owned MCD with associated service plan costs, the department must:*

- Log into ARCHIBUS to submit an MCD Request. Detailed procedures are listed on the Financial Services website <http://finance.uncc.edu/resources/how-guides/mobile-communication-devices-mcdis-university-owned>

*Ongoing Responsibilities:*

- *Departmental Policies:* Employees are required to follow their Department's internal policies and procedures related to such devices.
- *Documentation:* Departments must retain records of all University MCDs and to whom they are assigned. All monthly statements and related information are subject to review by Internal Audit and must be retained by the Department in accordance with University Policy 605.3, Retention, Disposition and Security of University Records, which currently requires retention of telephone billings for three fiscal years.
- *Review of Usage:* University-owned MCDs are considered University property and should be used for business purposes only. Per OSBM Budget Manual §5.11.2, "State-owned Devices," supervisors of employees using University-owned MCDs must review use of devices at least annually to re-justify the business need for each University-owned device that has been issued, and can consider more stringent measures such as reviewing monthly billing statements.

*Termination/Disposal/Displacement:*

- An employee who is issued a University-owned MCD must return the device to his or her employing Department upon termination from employment or change of duty status.
- Disposals of University-owned devices must follow University Policy 601.10, Surplus Property Procedures.
- If a University-owned device is lost or stolen, the employee to whom the MCD is issued must contact his or her supervisor immediately.

*Ongoing service questions:*

- If you have any questions regarding service for your mobile communication device, please contact your service provider (e.g., Verizon, Sprint) directly.

**IV. Reimbursement for Incidental Use of MCDs**

*Overview:*

- For incidental business-related usage of personally-owned devices, employees who are not already receiving an MCD allowance and who are not issued a University-owned device may request reimbursement under the University's normal business expense reimbursement procedures, as maintained by the Controller's Office in Financial Services. Also see OSBM Budget Manual §5.10.5.
- Some costs associated with MCD usage while in travel status may be reimbursable, in accordance with the UNC Charlotte Travel Manual and OSBM Budget Manual §5.10, "Telephone Calls". Per OSBM Budget Manual §5.11.3, an employee receiving an MCD service allowance may not be reimbursed for business or personal calls made while in travel status.
- Reimbursement will be at the UNC Charlotte rate per minute. These rates will be established each fiscal year by ITS/Telecommunications.

*To receive reimbursement of incidental business-related usage of personally-owned MCDs, an employee must:*

- If not in travel status, submit a Direct Pay Request (DPR) with a copy of the applicable bill(s) and supporting documentation to Travel & Complex Payments within 30 days in which the expense was incurred.
- If in travel status, submit a copy of the applicable bill(s) and supporting documentation to Travel & Complex Payments with his/her Travel Reimbursement.
- To ensure tax-free reimbursement, submit supporting documentation that clearly lists the following:
  - Name and Title of Person Called/Company Name Called
  - Phone Number Called
  - Date and Time of Call
  - Length of Call
  - Business Purpose of Call/Discussion
- See the Travel & Complex Payments website for further information on processing of DPRs and Travel Reimbursements.

#### Related University Policies and Resources

- [University Policy 602.10, Mobile Communication Device Allowances](#)
- [University Policy 307, Responsible Use of University Computing and Electronic Communication Resources](#)
- [University Policy 601.10, Surplus Property Procedures](#)
- [University Policy 605.3, Retention, Disposition and Security of University Records](#)
- [Banner Organization Code/Financial Manager Chart](#)
- [Mobile Communication Device Allowance Request Form](#)
- [Mobile Communication Device FAQs](#)

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