



UNIVERSITY OF NEVADA,
LAS VEGAS POLICY
LIBRARY

Responsible Executive: VP for Finance
and Business, Gerry Bomotti

Responsible Department:
Telecommunications

Effective Date: 01/01/2008

Reimbursement for
Personal Use of University
Telephone Services

POLICY STATEMENT

In addition to land-line telephone services, the University may provide cellular telephone service and other wireless devices for employees whose duties require wireless access to cellular telephone service. Such cellular telephone service must be required by the duties of the employee's position and must be authorized by the employee's supervisor. The cellular plan chosen should be at a level to meet the appropriate business needs of the University and should be provided by the University's Preferred Cellular Provider.

In accordance with State Administrative Manual Sections 1614.0 and 1616.0, Board of Regents Policy (Handbook Title 4, Chapter 1, Section 25), and IRS regulations, University telecommunications equipment and services, including cellular telephones and other wireless devices, long distance calls, and long distance pin numbers, are to be used for official university business only.

Employees are discouraged from making or receiving personal telephone calls or cellular phone text messages using University resources. The University does recognize that under certain circumstances, however, an employee will need to make or receive a telephone call or text message from a University phone (including University long distance charges and University cellular phones and/or other wireless devices) of a personal nature. When those personal telephone calls or cellular text messages incur an additional charge to the University, it is the employees' responsibility to reimburse the University for that charge promptly. In addition, when personal calls or cellular text messages are made and/or received on University cellular phones, the employee is responsible for reimbursement of the prorated share of the charges for personal use of the cellular or wireless devices (examples provided later in the policy). In addition, the employee must reimburse any purchase of specialized ring tones, video games, or

software programs on university or corporate liable cellular phones to the University.

According to Internal Revenue Service (IRS) code, non-reimbursed personal use of a University provided cell phone is considered taxable income. In order for this personal use not to be considered income, the employee must (at a minimum) keep a record of each call and its purpose and reimburse the University accordingly. All personal calls are to be itemized and identified on a monthly statement.

In order to assist each employee and the University to be in compliance with IRS regulations, the University will provide a monthly integrated telephone bill with all long distance charges (to include issued PIN numbers) and cellular or other wireless charges listed (from the University's preferred wireless provider). The employee will be required to highlight personal calls, on this integrated monthly bill and reimburse the University for the cost of the personal calls, and a pro rata share of the monthly cellular or wireless charge. The employee will also be responsible to sign and date the bill verifying that the information provided is accurate and valid and that all personal calls have been identified and reimbursed. The value of the business use portion of the cellular or wireless phone is not taxable to the employee. Departments that have been granted an exception to the use of the University's Preferred Cellular Provider may be responsible to provide all billing support and certification on their own.

The following examples demonstrate how to calculate the amount to be paid by the employee for the reimbursement for personal use of University cellular or wireless devices (Long distance reimbursement is reimbursement of the sum of the personal long distance charges).

Example 1

You have a 600 minute UNLV paid plan that costs \$40.00 per month (plus fees and surcharges). You have only used 300 minutes, but 100 of those were personal. Your total bill is \$40.00 (plus fees and surcharges). Since the personal use in this example accounts for 1/3 of the total minutes used, the employee should pay one third of the total bill. Use this formula: $100/300 \times \$40.00$. This equals \$13.33 plus the same prorated share of the fees and surcharges.

Example 2

You have a 600 minute UNLV paid plan that costs \$40.00 (plus fees and surcharges). This month you made calls totaling 650 minutes. Your total bill is \$57.50 (\$40 plus \$.35 per minute for each minute over 600 minutes) not including the fees and surcharges. Of those minutes, 100 were for personal calls. You should pay $100/650 \times \$57.50$. This equals \$8.47 for personal calls. The prorated share of fees and surcharges should also be paid.

Each University department supervisor and employee are responsible for auditing monthly billing statements for long distance and cellular telephone usage to verify accuracy of the statement and ensure that personal use is identified and reimbursed to ensure compliance with this policy. In addition the University will conduct automated central audits to verify institutional compliance with IRS regulations.

Cellular telephone service should be provided by the University's preferred provider. Exceptions to using the preferred provider should be justified by the employee's supervisor and forwarded to the Telecommunications department for approval.

REASON FOR POLICY

The purpose of this policy is to provide a set of guidelines governing the use and reimbursement of university phone service and equipment.

The Internal Revenue Service considers personal cell phone use of university or corporate liable cellular phones to be a taxable fringe benefit.

The State of Nevada Administrative Manual 1614.0 stipulates agencies should institute proper internal controls of toll calls in order to verify toll billing. Personal long distance calls including 900 services are not to be placed from State telephones at State expense.

The State of Nevada Administrative Manual 1616.0 explains that personal phone calls are not to be placed or received from State owned cellular telephones except in an emergency. When personal calls are placed, the employee will reimburse the State within five working days of receipt

of the bill from the Department for all costs associated with the personal telephone call.

The State will reimburse employees for the cost of all State business calls placed from their personal cellular telephone. The State will not reimburse any portion of the monthly service charges associated with personal cellular telephones nor will the State accept any fiscal or legal liability for a personal cellular telephone used for business. Agencies may develop policies limiting or prohibiting employees from making business calls on personal cellular telephones.

The Board of Regents Handbook Title 4, Chapter 1, Section 25 details Personal use of NSHE time, property, equipment, or other facility must be approved in advance by the employee's supervisor. If the institution or unit incurs a cost as a result of a use that is authorized pursuant to this policy or would ordinarily charge a member of the public for the use, the employee shall promptly reimburse the cost or pay the charge.

ENTITIES AFFECTED BY THIS POLICY

Entities affected include anyone utilizing a University Telephone or University Cellular or other wireless device.

WHO SHOULD READ THIS POLICY

- Deans, Directors, and Department Heads
- Any individual that is assigned a university cellular telephone or whose phone is authorized to make long distance telephone calls.
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RELATED DOCUMENTS

IRS Regulation 1-274-57

SAM Section 1614.0 and 1616.0

Board of Regents Handbook, Title 4, Chapter 1, Section 25

CONTACTS

Direct any general questions about this University Policy to your unit's business service center. If you have questions about specific issues, contact the following individuals.

Telecommunications Department (702) 895-3011

Accounts Payable (702) 895-1157

IRS Cell Phone Policy <http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html>

DEFINITIONS

These definitions apply to these terms as they are used in this policy.

Business Call A call that fosters or supports the ongoing missions of the university.

Cellular (Mobile) Phone A telephone that uses cellular technology to transmit and receive calls.

University Cellular Phone or Other Wireless Device

A Cellular Phone or other wireless device where the University is responsible for payment of the charges associated with the use of the phone and is provided to the Employee at the convenience of the University.

Local Call (cellular line) A call made to or from a cellular telephone for which long distance charges are not applied.

Local Call (landline) A call for which there is no separately stated charge on the University's telephone bill.

Long-distance Call (landline and cellular)

A call that long distance charges are accrued for. The call can be made either by or to a cellular phone device.

Office Telephone A telephone paid for by the University, on campus and used to foster or support the ongoing missions of UNLV.

Personal Call A telephone call that is placed or received and does not promote the ongoing mission of the university.

RESPONSIBILITIES

Department Head Departments shall be responsible for oversight of employee University phone service and equipment shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a cell phone for business purposes.

Individual Reimburse UNLV for personal use of University phone service and equipment and ensure that University telephone equipment is maintained and kept in good working order.

Telecommunications Permit individuals to review all charges on their business telephone lines.