



MOBILE DEVICE REIMBURSEMENT GUIDELINES

Policy Department: Management and Information Systems (MIS)
Last Updated: November 1, 2011

PURPOSE

The purpose of this policy is to define the eligibility requirements for the issuance of cell phones or blackberries by the Indiana Department of Transportation (INDOT), define the eligibility requirements for personal cell phone or mobile device reimbursements, and communicate the details associated with the various options.

SCOPE

This policy applies to all regular full-time INDOT employees.

STATEMENT OF POLICY

Obtaining an INDOT cell phone or reimbursement for phone minutes on your personal mobile device

A cell phone may be provided by INDOT to PAT 1, PAT 2, PAT 3, SAM PAT, SAM COMOT, and ESM employees that are regularly away from a desk phone and have a need to stay in voice communication for purposes of their job.

An employee that is eligible for an INDOT-issued work cell phone (see above) may opt to utilize his/her personal mobile phone for work purposes in lieu of being issued a State Phone and receive a reimbursement of \$11.99/month.

Important note for reimbursements of phone minutes on personal devices: This reimbursement will NOT likely fully cover the monthly service charge on the phone. It is intended to cover only the work related phone calls associated with the phone. Voicemail service, text messaging and tethering are not reimbursable. An employee cannot be issued an INDOT cell phone or Blackberry and also receive a reimbursement payment.

Obtaining an INDOT blackberry or reimbursement for e-mail data charges and phone minutes on your personal mobile device

A blackberry device may be provided by INDOT to PAT 1, PAT 2, PAT 3, SAM PAT, SAM COMOT, and ESM employees that are regularly away from a work computer during work hours and need immediate email access, or that regularly trade work related emails during evenings and weekends.

An employee that is eligible for a Blackberry device (see above) may opt to utilize his/her personal mobile device to receive work phone calls and emails in lieu of being issued an INDOT blackberry and receive a reimbursement of \$34.99 per month. Additionally, if the Director of Emergency Planning and Response determines that the employee's position requires communications during an emergency then the one time activation fee, monthly WPS (Wireless Priority Service) feature service fee and authorized usage will be covered. Unauthorized usage will be at the personal mobile device owner's expense.

Important note for reimbursements of e-mail data charges and phone minutes on personal devices: Only certain phones are able to receive work email (Blackberry, iPhone, Droid, etc). This reimbursement will NOT likely fully cover the monthly service charge on the device. It is intended to cover only the work related emails and phone calls. Voicemail service, text messaging and tethering are not reimbursable. If an employee utilizes texting and tethering for work then a State Issued Blackberry is the recommended solution. An employee cannot be issued an INDOT cell phone or Blackberry and also receive a reimbursement payment.

SPECIAL PROVISIONS REGARDING REIMBURSEMENT FOR YOUR PERSONAL DEVICE

Employees who obtain authorization for reimbursement for a personal device shall also be subject to the following:

- Provide the cell phone number to others for work purposes (the same as if the phone was State issued).
- Lock devices that receive work email with a password to prevent unauthorized access
- Actually use the device for work (i.e. receive and send work emails via the device).
- Understand that the Indiana Office of Technology does not support personal (not owned by the State) devices. The INDOT-MIS department may provide limited assistance, but ultimately the responsibility for the personal device and the success of its sending/receiving work emails belongs to the employee.

AUTHORIZATION

To receive a State issued device or reimbursements of business expenses on your personal device the employee must obtain approval from the following:

- Deputy Commissioner and Supervisor on the INDOT Employee Approval for Cell Phones and Data form. If the employee is opting for reimbursement and has ALREADY been issued a State device, then no Deputy Commissioner approval is required.
- Divisions/district financial manager or administrator on the INDOT Employee Approval for Cell Phones and Data form.

***Important note:** INDOT reserves the right to withdraw authorization for a State-issued device and to discontinue reimbursements for personal devices at any time and for any reason.*

REIMBURSEMENT PROCEDURE

After obtaining authorizations employees must be entered into PeopleSoft for reimbursement. In order to be reimbursed please do the following:

Initial Procedure to become setup in PeopleSoft to receive reimbursements:

- Fill out a Vendor Information form, (SF # 53788. (Tips: On the top of the form the word "EMPLOYEE" should be written; in front of the SS#, please put EE; and get your financial institution to complete its section.)
- Send completed form to the INDOT Accounting Department (Central Office) who will forward then to the Auditor of the State for processing into Encompass for reimbursements. Employees may receive reimbursement after entered into the system.

Quarterly Procedure to submit for reimbursement:

- Submit copies of your monthly billing statements after each quarter (After April 1, July 1, Oct 1 and Jan 1)
- Submit a signed copy of your INDOT Employee Approval for Cell Phones and Data form
- Provide both items above to your Financial Manager or designee for processing into Encompass. (Reimbursements will be processed the same as if you were a Vendor in Encompass)
- Make two duplicate packets of the two documents, the monthly phone bill and the approval form, and attach it to the voucher and turn one packet into the INDOT Accounting Department (Central Office) and one packet into INDOT MIS Department (Central Office).

EXCEPTIONS

If an employee needs a cell phone and is NOT classified in any of the bands that are eligible for a State-issued device or an equivalent reimbursement, approval also must be obtained from the District Deputy Commissioner or Deputy Commissioner, and the MIS Telecommunications Coordinator.

APPROVAL

Michael B. Cline

Michael B. Cline, Commissioner

11-29-11

Date