



**To:** Indiana's Workforce Investment System

**From:** Indiana Department of Workforce Development (DWD)

**Date:** June 7, 2021

**Subject:** DWD Policy 2020-11, *Change 1*  
Interim Cell Phone and Internet Reimbursement for DWD Employees Policy

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## Purpose

The purpose of this policy is to define the eligibility requirements, approval and reimbursement processes for DWD employees receiving partial cell phone and/or partial internet cost reimbursement. This policy is considered interim to allow coverage for reimbursement requests in response to the current pandemic situation and is subject to update upon release of more permanent remote work guidance. ***Change 1 sets the sunset date for Internet Reimbursement, due to recent changes in return-to-work expectations for DWD employees.***

## Change Summary

- Added Attachment B Cell Phone and Internet Reimbursement Frequently Asked Questions (FAQ)
- Added Attachment C – Internet Reimbursement Sunset Addendum
  - **Internet reimbursement sunsets (ends) June 30<sup>th</sup>, 2021.**

## Rescission

- DWD Policy 2020-11 Interim Cell Phone and Internet Reimbursement for DWD Employees Policy

## References

- 2 CFR 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
- 2 CFR 200.471 Telecommunication costs and video surveillance costs.
- IN FMC 2014-02 Employee Reimbursement – When is it taxable or non-taxable?

## Content

DWD Employees may need cell phone and/or internet access to perform their job duties when traveling, working remotely or to meet other business needs. To defray a portion of the expenses related to these services, DWD may provide a state issued cell phone or the employee may opt to utilize his/her personal mobile device for work-related purposes and receive a reimbursement of up to \$40.00 per month. Additionally, an employee that is working remotely on a regularly scheduled basis may be reimbursed

up to \$40.00 per month for internet service expenses. Employees that are eligible for a reimbursement for work-related use of their personal phone, home internet or both will have **up to 60 days** to seek reimbursement from when payment is due (due date of bill).

This policy does not constitute a right or an entitlement to a state issued cell phone and/or reimbursement for cell phone and/or internet expense for any employee. DWD reserves the right to withdraw authorization for a state issued cell phone and/or to discontinue reimbursements for personal cell phones and/or internet service at any time and for any reason.

### **Authorization**

An employee must have prior approval from their formal supervisor, on the **Cell Phone and/or Internet Reimbursement Authorization Form**<sup>1</sup>, to receive a state issued cell phone and/or to be authorized for personal cell phone and/or internet reimbursement. Qualifying justification for approval exists if there is a DWD defined business need as determined by the employee's formal supervisor or DWD leadership, or if travel is a regular part of the employee's job duties and/or if an employee is working remotely on a regularly scheduled basis.

### **Cell Phone**

A cell phone is a portable communications device that allows the user to make/ receive phone calls, send/ receive text messages and email as well as to access the internet. Employees using a state issued or personal cell phone for work purposes shall:

- Provide the cell phone number (personal or state) to others for work purposes.
- Understand the device must be used for work such as work-related emails, text messages and calls, with the exceptions of a personal cell phone and/or internet use when the employee is not scheduled to work.
- Ensure the device is locked to prevent unauthorized access when not in use.
- Understand that the Indiana Office of Technology (IOT) does not support personal cell phone devices (not owned by the State) and that it is the employee's responsibility to make sure the device functions properly for work purposes.
- Adhere to the Information Resources Use Agreement (IRUA).<sup>2</sup>

### **Internet**

The Internet is "an electronic communications network that connects computer networks and organizational computer facilities around the world."<sup>3</sup> Employees using the internet from their home for work purposes shall:

- Understand that IOT does not support private internet service and that it is the employee's responsibility to make sure the service functions properly and reliably for work purposes.
- Adhere to the IRUA.

### **Cell Phone and Internet Reimbursement Set Up**

Once the employee has been authorized for reimbursement by their formal supervisor:

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<sup>1</sup> See attachment A of this policy for the Cell Phone and/or Internet Reimbursement Authorization Form.

<sup>2</sup> [https://www.in.gov/iot/files/The\\_Information\\_Resources\\_Use\\_Agreement\\_.pdf](https://www.in.gov/iot/files/The_Information_Resources_Use_Agreement_.pdf)

<sup>3</sup> Merriam Webster <https://www.merriam-webster.com/dictionary/Internet>

- I. Set up a vendor profile by completing the following forms<sup>4</sup>:
  - a. **IRS Form W-9**
    - i. Form must be printed and signed.
  - b. **Automated Direct Deposit Authorization Agreement (SF# 47551)**
    - i. Financial information can be completed by the employee.
    - ii. Form can be electronically signed.
  - c. Forms are located on the DWD Intranet in: **Payroll & Procurement Home page<sup>5</sup>> Accounting> Accounts Payable tab.**
  - d. If you are unsure if you have already submitted **the W-9 and Direct Deposit Agreement**, please inquire by emailing, [EmployeeReimbursementRequest@dwd.in.gov](mailto:EmployeeReimbursementRequest@dwd.in.gov).
- II. Submit the signed **W-9 and the Automated Direct Deposit Authorization Agreement** via email to [EmployeeReimbursementRequest@dwd.in.gov](mailto:EmployeeReimbursementRequest@dwd.in.gov).
- III. Include a copy of the signed and dated **Cell Phone and/or Internet Reimbursement Authorization Form (Attachment A)**.
  - a. Form can be electronically signed.
  - b. This form requires **both** employee and formal supervisor signature.

### Reimbursement Request

Once the vendor profile has been established:

- I. Submit copies of your monthly billing statements **within 60 days of the due date**.
- II. Submit a signed copy of the **Claim Voucher Form (SF# 11294)**
  - a. Claim Voucher Form is located on the DWD Intranet in: **Payroll & Procurement Home page<sup>6</sup>> Accounting> Accounts Payable tab.**
  - b. This form requires **both** employee and formal supervisor signature.
- III. The employee's Supervisor should submit the above reimbursement documents via email to [EmployeeReimbursementRequest@dwd.in.gov](mailto:EmployeeReimbursementRequest@dwd.in.gov).
- IV. Reimbursements are processed the same as for vendors.

### Action

Share this information with all DWD staff.

### Effective Date

June 30, 2021

### Ending Date

This policy remains an interim policy and continues to be subject to change or rescission at the discretion of DWD.

### Attachments

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<sup>4</sup> If you are already set up to receive reimbursements, you do not need to complete the vendor profile again.

<sup>5</sup> <https://www.in.gov/dwd/intranet/accounting-payroll-and-procurement-home/accounts-payable/>

<sup>6</sup> <https://www.in.gov/dwd/intranet/accounting-payroll-and-procurement-home/accounts-payable/>

Attachment A – Cell Phone and/or Internet Reimbursement Authorization Form

Attachment B – Cell Phone and Internet Reimbursement Frequently Asked Questions (FAQs)

Attachment C – Internet Reimbursement Sunset Addendum

## **Additional Information**

Questions regarding the content of this publication should be directed to DWD Policy, [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

## Attachment A



### Cell Phone and/or Internet Reimbursement<sup>7</sup> Authorization Form INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

Employee Name: \_\_\_\_\_

I would like to participate in the Cell Phone Reimbursement for DWD Employees Yes  No

I would like to participate in the Internet Reimbursement for DWD Employees Yes  No

**Before you can request reimbursement for your personal cell phone, you will need to return any State Issued cell phone and/or accessories to Management Services. Send completed and approved form to: [EmployeeReimbursementRequest@dwd.in.gov](mailto:EmployeeReimbursementRequest@dwd.in.gov) .**

Employee Signature: \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_

*Form Rev. 4/15/2021*

<sup>7</sup> Internet reimbursement sunsets on June 30, 2021. Please review DWD Policy 2020-11, Change 1 for details.

## Attachment B

### Cell Phone and Internet Reimbursement Frequently Asked Questions

- 1. *When is the deadline to submit a cell phone and/or internet reimbursement?***
  - ❖ Reimbursement requests must be submitted within 60-days of the due date listed on the billing statement. Employees will not receive reimbursement for requests submitted after 60-days past the due date of the billing statement.
  
- 2. *My W9 and Direct Deposit Authorization are already on file since I receive a paycheck, do I need to complete these forms again?***
  - ❖ Yes, employee reimbursements are processed in a different system than payroll, so employees must complete and return the W9 and Direct Deposit Authorization forms to have a vendor profile set up for employee reimbursement. Physical signatures and dates are required on these documents. No reimbursement can be processed until an employee has a vendor profile created in the payment system.
  
- 3. *How long does it take for a vendor profile to be created?***
  - ❖ Depending on the current volume, it may take up to 14 business days or more for the Auditor's Office to create a vendor profile.
  
- 4. *What form do I need to complete to request a cell phone and/or internet reimbursement?***
  - ❖ Employees must fully complete the Claim—Voucher Form (SF 11294) to request reimbursement. Employees should refer to their timesheet for the appropriate Department, Project, and Activity codes to enter on the claim voucher form. The **current Bud Ref is: 2021 (through June 30, 2021)**. The account number for cell phone is: **599211** and the account for internet is: **599220**. The Employee must sign the claim voucher form as the Vendor, and the Supervisor must sign as the Authorized Signature of Business Unit.
  
- 5. *What information needs to appear on my cell phone and/or internet bills?***
  - ❖ Employees must provide their entire cell phone and/or internet bills, not just a portion. Statements must also include their address, current/paid balance, payment verification, service period, etc. The bill must also show that the employee has paid for the service to be reimbursed.
  
- 6. *What is the reimbursement amount for cell phone and/or internet?***
  - ❖ Reimbursement is up to \$40.00 per month or the actual cost of the service if less than \$40.00. The cost of late payment or other fees will not be reimbursed.
  
- 7. *Do I need to provide my cell phone number for reimbursement?***
  - ❖ Yes, employees requesting cell phone reimbursement must provide their cell phone number for verification on the statement.

## Attachment B

### Cell Phone and Internet Reimbursement Frequently Asked Questions

*(Continued)*

**8. *When does the internet reimbursement end?***

- ❖ The internet reimbursement portion of the Interim Cell Phone and Internet Reimbursement for DWD Employees Policy will be rescinded as of **June 30<sup>th</sup>, 2021**. Internet reimbursement requests must be submitted within 60-days of the due date listed on the billing statement for services received on or before June 30<sup>th</sup>, 2021. Employees will not receive reimbursement for requests submitted after 60-days past the due date of this billing statement.

**9. *Does the reimbursement amount for cell phones change after June 30<sup>th</sup>, 2021?***

- ❖ No. The reimbursement amount for cell phones will remain up to \$40.00 per month or the actual cost of the service if less than \$40.00. The cost of late payment or other fees will still not be reimbursed.

**10. *Does the cell phone reimbursement process change after June 30<sup>th</sup>, 2021?***

- ❖ No. The cell phone reimbursement process remains the same.

## Attachment C

### Cell Phone and Internet Reimbursement Sunset Addendum

#### Addendum Content

The **reimbursement** of internet services for eligible DWD employees will **sunset as of June 30<sup>th</sup>, 2021.** All other aspects of this policy remain the same.

Internet reimbursement requests must be submitted within **60-days** of the due date listed on the billing statement for services received **on or before June 30<sup>th</sup>, 2021.** Employees will not receive reimbursement for requests submitted after **60-days** past the due date of this billing statement.