Print

COMMUNICATION DEVICE ALLOWANCE REQUEST

The University of Texas at Austin Cockrell School of Engineering

http://www.utexas.edu/business/accounting/hbp/09_expend/expend2-9.html

Reset Form

Name of Employee: _____ UTEID: _____

Employee's Title: _____ Dept/Ctr: _____

Communication Device Requested

(describe the typical usage scenario):

Estimated Business Use _____ %

Estimated Personal Use _____ %

☐ Cell Phone: _____

☐ Personal Digital Assistant *(Blackberry, two-way pager, etc):* _____

_____

Acquisition Method *(please select one of the two methods available):*

☐ **Method One:** **University acquired and owned** *(University funded plan for business use ONLY)*

Funding Source:

Account Title: _____

Account Number: _____ _____ %

Account Title: _____

Account Number: _____ _____ %

☐ **Method Two:** **Employee acquired and owned** *(Taxable compensation to the employee, mixed business and personal use.)*

☐ Communication Device Allowance *(for personal CDA only, once every two years, set amount of $100)*

Date: _____

Amount $100.00

Funding Source:

Account Title: _____

Account Number: _____ _____ %

Account Title: _____

Account Number: _____ _____ %

☐ Monthly Communication Service Allowance (includes both phone service and/or internet service)

Beginning Date: _____

Ending Date: _____

Monthly Amount *(Choose one):*

☐ $30 ☐ $60 ☐ $90

Funding Source:

Account Title: _____

Account Number: _____ _____ %

Account Title: _____

Account Number: _____ _____ %

ACKNOWLEDGMENT: *By signing this form, employee acknowledges: Method One: Responsibility to protect University property. Method Two: Full responsibility to pay all charges associated with the communication device(s) represented above, and that the salary supplement will be considered taxable income to the employee.*

_____

Employee

(An e-mail with approval can be attached to this form in lieu of it being signed. If the signature is illegible, please type the person's name below the line that will be signed.)

APPROVAL:

_____ _____

Immediate Supervisor Dept Chair/Ctr Director Date

WEB URL to enter equipment and/or month allowance into payroll system: https://utdirect.utexas.edu/payroll/cda/cda_monthly.WBX

The department MUST enter the allowance into the payroll system.

_____ _____

Name of Person Who Entered In Payroll System Date

Please forward a copy of the completed form to Dean's Business Affairs Office, C2100

Revised 2/21/08