



Geisel Mobile Communications Stipend Request

Name: _____

Department/Unit: _____

Assignment Number: _____
(if unknown, the Finance Center will add the Assignment #)

Chart String: _____

End Date: On-going

Specific (enter date): _____

On-Call Responsibilities

Qualifying Reason:

Frequent travel to remote location or significant time away from office

Receive or initiate emergency communication

Job Responsibilities require use of mobile device

Details: _____

Monthly Stipend for Cellular Communications \$50.00

I certify that I am using my personal cellular device as described in the Mobile Communications Device and Services Policy as required by my department and am requesting a stipend to offset costs related to business activities. I understand the stipend will be included in my regular paycheck as taxable income.

Requestor: _____

Approval
Supervisor: _____

Approval
Department/Unit Head: _____