

# Mobile Communications Stipend Request

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

Division/Department: \_\_\_\_\_

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

Chart String: \_\_\_\_\_

End Date:  On-going  
 Specific (enter date) \_\_\_\_\_

Qualifying Reason:  On-Call Responsibilities  
 Frequent travel to a remote location or significant time away from their office  
 Receive or initiate emergency communication

Details: \_\_\_\_\_

Monthly Stipend for Cellular Communications \$ \_\_\_\_\_

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/Department Head: \_\_\_\_\_

Approval  
Department/Division Fiscal Officer: \_\_\_\_\_

\*\*Please forward completed form to your Finance Center.

Updated 10/15

# Stipend Guidance

<b>Verizon</b>	<b>Suggested Monthly Stipend</b>
450 talk minutes	21.00
900 talk minutes	31.00
450 talk minutes + text	31.00
900 talk minutes + text	40.00
2GB data	18.00
5GB data	31.00
10GB data	49.00
<b>AT&amp;T</b>	<b>Suggested Monthly Stipend</b>
100 talk minutes	15.00
300 talk minutes	17.00
600 talk minutes	24.00
1000 talk minutes	25.00
300 min talk, unlimited data & text	30.00
400 min talk, unlimited data & text	30.00
600 min talk, unlimited data & text	36.00
1000 min talk, unlimited data & text	45.00
<p><b>Note: The suggested stipends are for new services based on average fees by Dartmouth preferred vendors, and have been adjusted to cover the tax implications of the stipend. Stipend amounts typically stay the same over the life of a telecommunications contract.</b></p>	