STANDARD ADMINISTRATIVE PROCEDURE

25.99.09.M0.01 Communication Allowances

Approved February 28, 2002
Revised May 9, 2002
Revised June 25, 2002
Revised September 22, 2009
Revised July 27, 2012
Revised December 11, 2014
Next Schedule Review: December 11, 2019

Standard Administrative Procedure Statement

Texas A&M University recognizes that certain job responsibilities may be enhanced by the provision of cellular communication devices. These individuals eligible for communication allowances are designated as a first responder or who are regularly required to come to campus to deal with emergencies outside normal working hours. Allowances paid to employees are considered taxable income and are not part of an employee’s base pay.

Official Procedure/Responsibilities/Process

1. GENERAL

Communication Allowances shall be comprised of two components:

a) Cellular Communication Equipment Allowance, which provides a contribution for equipment and activation fees, and

b) Monthly Cellular Communication Plan Allocations, which provide salary supplements for service plans.

1.1 A personal cellular communication device acquired by provisions of a Cellular Communication Allowance contribution is considered the property of the employee and may be used in any way the employee deems appropriate. A contribution toward the purchase and use of a personal cellular communication device may be made to employees who have been identified as first responders or who are regularly required to come to campus to deal with emergencies outside normal working hours. These contributions made to the employee by the University are considered taxable compensation subject to required tax withholdings. A Cellular Communication Allowance is not considered an entitlement and is not part of an employee’s base salary. The Monthly Cellular
Communication Plan Allowance shall be paid in equal installments from departmental funds as a salary supplement.

1.2 Member and employee responsibilities are listed in System Regulation 25.99.09.

2. **APPROVAL**

2.1 Department heads are responsible for determining which positions are identified as first responders or who are regularly required to come to campus to deal with emergencies outside regular working hours and are eligible for personal Cellular Communication Allowances, which acquisition method is most appropriate and determining the source of funds for paying this. Granting a Cellular Communication Allowance to an employee must be directly linked to the employee’s University related job duties and responsibilities as a first responder or someone who is regularly required to come to campus to deal with emergencies outside normal working hours.

2.2 Department heads are responsible for determining the appropriate monthly cellular communication allowance for the employee within the limits of the System Regulation.

2.3 The Monthly Communication Allowance Enrollment form ([http://payroll.tamu.edu/media/17857/343monthlycommallowanceenrollmt.pdf](http://payroll.tamu.edu/media/17857/343monthlycommallowanceenrollmt.pdf)) is used to establish the monthly allowance. Reimbursement of the cellular communication equipment should be processed on a supplemental payroll form as described at [http://payroll.tamu.edu/media/17249/344-cellular-communication-reimbursement-form.pdf](http://payroll.tamu.edu/media/17249/344-cellular-communication-reimbursement-form.pdf).

2.4 Copies of the approval forms used to process the Cellular Communication Equipment Allowance and the Monthly Communication Plan Allowance shall be retained in the department.

2.5 An annual review of the allowances in the department must be made and a new request for the Communication Allowance must be completed, approved and submitted to Payroll each year.

2.6 University provided cellular communication devices will be issued by the Department of Telecommunications. These devices are owned by the University, A certification of the business reason for provision of the device by the employee and the department head is required to issue a device. This certification is required annually. IRS Notice 2011-72 states that the cost of this device is not taxable to the employee as it is issued for a business reason.

3. **ESTABLISHING CELLULAR COMMUNICATION ALLOWANCE AMOUNTS**

3.1 Cellular communication allowance amounts are listed in System Regulation 25.99.09.
4. TRANSFER OF EXISTING UNIVERSITY OWNED EQUIPMENT

4.1 The Communication Equipment Transfer Form should be used to document the one-time transfer of Texas A&M University owned cellular phones to eligible Texas A&M University employees. http://telecom.tamu.edu/files/workOrderCellPhone.pdf

5. REIMBURSEMENT OF BUSINESS CALLS

5.1 Reimbursement for business calls made on a personally owned device will be processed through Accounts Payable with the original invoice, including the business use documented for each call, submitted as backup.

Related Statutes, Policies, or Requirements

Supplements System Policy 33.04 and System Regulation 25.99.09

Forms

Cellular Communication Device Reimbursement Form
Monthly Communication Allowance Enrollment
Communication Equipment Transfer

Contact Office

OFFICE OF RESPONSIBILITY: Office of the Associate Vice President for Finance and Controller