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**Primary Author:** CIO & AVP of Information  
Technology

## General Description

### Purpose:

CSUB will reimburse an employee who has been approved by the University to use their personal cellular services for University business. Only those University employees who need to perform critical campus functions or those who have been identified as having a business need for a cellular device while away from the campus will be approved.

### Scope:

Staff and Faculty

## Policy/Procedure

Effective October 14, 2014, California State University Bakersfield will no longer provide State owned cell phones to employees, with some exceptions listed below. Instead, CSUB will reimburse an employee who has been approved by the University to use their personal cellular services for University business. Only those University employees who need to perform critical campus functions or those who have been identified as having a business need for a cellular device while away from the campus will be approved. The appropriate administrator, along with the appropriate Cabinet Officer, will determine if an employee is eligible for cellular reimbursement.

## Requirements and Guidelines

- A. The [Cellular Authorization Request Form](#) must be completed and approved by the appropriate Cabinet Officer in order to receive reimbursement for cellular services and/or equipment. Employee needs to retain a copy of the authorization form before turning in the form to Accounts Payable.

- B. Upon approval, the employee must choose the device and the service plan that is compatible with the use required by the university. The service agreement is between the employee and the cell phone provider; the university is not involved in the agreement with the provider.
- C. Equipment reimbursement will be paid within 30 days after submitting a copy of their cellular phone bill to Accounting. To be reimbursed, Accounts Payable must be provided with the proof of equipment purchase.
- D. The employee will be eligible for reimbursement for the equipment replacement every two years. The employee may upgrade the device at his/her own cost.
- E. Service costs will be reevaluated annually in January and reimbursement figures will be adjusted accordingly.
- F. The employee must submit a copy of the summary page from their cellular bill along with the direct pay form for service reimbursement. Reimbursement will be made at the end of each period for which reimbursement applies.
- G. No further reimbursements will be made for cellular devices or services. Any expenses above and beyond what is outlined here are the responsibility of the employee.
- H. Wireless devices that fall under this policy are not to be used to store confidential data or access confidential University resources. Additional Information pertaining to confidential information can be found at: [its.csub.edu/security/](https://its.csub.edu/security/)
- I. Under special circumstances such as a person cannot qualify for cellular services with the cell phone provider, the University will provide the employee with cellular equipment on the recommendation of a Cabinet Officer. In such cases campus supplied cellular equipment can only be used for University business and as set forth in Government Code section 8314.
- J. Charges incurred due to the incidental use of a personal cell phone may be reimbursed through two processes:
  - 1. If incurred while traveling, complete a [Travel Expense Claim](#). For instructions on completing the Travel Expense Claim, use this [Travel Claim Form Instructions](#).
  - 2. If incurred while not traveling, complete a [Direct Pay Form](#).
- K. Any violation of this policy may be subject to disciplinary action, up to and including termination. Any such action will be pursuant to the applicable MOU or Education Code section 89535.