

University of New Hampshire - Cellular Phone Policy

ISSUED BY: UNH-Office of the Vice President for Finance & Administration

POLICY EFFECTIVE DATE: July 1, 2018

A. Summary:

The university does not provide allowances or other forms of reimbursement for cell phones or other types of cellular related connectivity (for example, cellular modems and hot spots, voice or data plans, etc.) Some exceptions are described below. Please also refer to USNH policy No 08-005 Portable Communication and Computing Devices (<https://www.usnh.edu/usnh-financial-services-policies-and-procedures/08-005-portable-communication-and-computing-devices>).

B. Scope:

This policy applies to the University of New Hampshire. It covers cell phones and other wireless communication devices. The policy excludes the following:

- Pagers
- Two-way radios
- Mobile devices shared by department personnel and owned by the departments
- Wireless devices covered under sponsored programs/grants (See [FAQs](#))
- Authorized users covered by collective bargaining agreement

C. Eligibility Based on Business Need

In rare cases, university business needs may require the business use of an employee's personal cell phone. In the cases where reimbursement is warranted, employees must experience a work mandated condition that results in charges over and above their standard cell phone plan. Examples of such situations might include extensive travel for university purposes or extended university mandated phone calls where no land line is available.

D. Exceptions:

D.1 Grant Funded Phones

This policy excludes wireless devices under sponsored programs/grants. In some cases, grant compliance requirements may necessitate the procurement or reimbursement of cellular phone plans. Reimbursement for cellular phone use is permitted where it is required and funded by the respective grant.

D.2 Compliance Required Phones

In rare cases, UNH provided phones may be required due to regulatory or contractual requirements (Campus Safety, risk management, records retention, etc.) In these situations, employees may be provided cellular phones under a UNH contract to meet various compliance requirements. The VFPA must approve the issuance of any university provided cellular phone.

D.3 Pooled Phones

At the discretion of the VPFA office, the university may maintain a small number of cellular phones that can be issued to personnel on a temporary basis for campus support functions. These phones will not be issued to an individual on a permanent basis and the contracts for these phones shall be maintained by the university.

The USNH Cellular Phone Policy still applies to identified exceptions, and the UNH Office of Sponsored Research and VPFA must be consulted for clarification on the allowability of these costs.

E. GUIDELINES:

E.1. ALLOWANCES

The university does not provide allowances for cell phones, data plans, or other forms of remote connectivity.

E.2. CONTRACT PROVIDED PHONES (subject to VP for Finance & Administration approval)

Except as noted in section D of this policy. The university will no longer provide cellular phones for employees.

E.3 Reimbursements:

Employees who are required to engage in a temporary activity that results in cell phone charges above their standard monthly cell phone plan may submit the overage amounts and documentation of the charges above their standard monthly bill to their respective departments for approval and reimbursement. Employees may not use procurement cards (Pcards) for the purchasing of cellular phone plans or to pay for overage amounts directly.

F. Effective Date:

The new Cellular Phone Policy is effective July 1, 2018. UNH will no longer provide cell phone allowances after approval of this policy, except contract provided phones or temporary reimbursement of charges as described in section D.2.