

Communication Allowance Procedure

1. Obtain a copy of your monthly bill to determine your “Actual Cost of Service”.
 - a. NOTE: Costs that are part of a family plan that are not directly applicable to your device must be excluded from the “Actual Cost of Service”.
2. Determine your “Authorized Business Use”. This is the percentage you use your device for OSU related business.
 - a. Percentage amounts are capped at 85% due to availability for personal use.
3. Multiply “Actual Cost of Service” by “Authorized Business Use” to determine your “Prorated Amount”. This amount must be rounded to the nearest \$1.
 - a. Ex. A prorated amount of \$45.50 would be rounded up to \$46.00, \$45.49 would be rounded down to \$45.00.
4. Download the Communication Allowance form from OSU’s website.
 - a. <http://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=9&submenu=T9>
5. Fill in the following fields under the “Employee Information” section.
 - a. Begin Date/End Date
 - b. Name
 - c. ID
 - d. Position Number
 - i. Ask your Supervisor if you do not know your Position Number.
 - e. Rank or Title
 - f. Business Center
 - g. Department
 - h. Device Description
 - i. You must fill out a line for each device you are claiming an allowance for.

- i. Actual Cost of Service
 - j. Authorized Business Use
 - k. Prorated Amount
 - l. Explanation of Business Use
 - i. You must explain how each device claimed is used for OSU business.
- Failure to do so will result in your form being rejected until this information is completed and the form is resubmitted.

1 - Example of Completed Form

<input type="radio"/> New	Begin date (MM/DD/YY): <u>01/01/2017</u>
<input type="radio"/> Renewal/Revision	End date (MM/DD/YY): <u>12/31/17</u>
<input type="radio"/> Terminate	Allowance automatically terminates annually with the December 31 payment.

Employee Information

<u>Byrnes</u>	<u>Lane</u>	<u>M</u>	<u>123-456-789</u>
Last Name	First	Middle	University ID
<u>C51512</u>	<u>Accountant I</u>	<u>Business Affairs</u>	<u>Accounts Payable</u>
Position #	Rank or Title	Business Center	Department

The following personal communication devices are used by the employee for authorized OSU business purposes:

#	Device Description (Include cell phone number):	Actual Cost of Service	Authorized Business Use	Prorated Amount
1	Cell Phone 999-999-9999	\$ 100.00	50.00 %	\$ 50.00
2		\$	%	\$ 0.00
3		\$	%	\$ 0.00
Total				\$ 50.00
Authorized Amount*				\$ 50.00

***Authorized amounts are limited to \$120, in increments of \$1**

Specific justification or explanation of business use for each device listed above:

Cell phone is used to communicate with colleagues and employees after hours. Phone is also used to check OSU email.

6. Sign and date the form on the "Employee Signature" line (must be handwritten) and turn in the form to your Supervisor.

Communication Allowance Policy: <http://fa.oregonstate.edu/fis-manual/400-expenditures/410-expenditure-types/410-33-communications-allowance>

If you have questions on these procedures, please contact BAFF.Accounting@oregonstate.edu.