

# Determining Actual Cost of Service

The Actual Cost of Service on the Communication Allowance form is the amount of cost that can be directly attributed to your cell phone/wireless device. Costs in a family plan that are not directly applicable to your device should be excluded from this cost. All charges should be monthly recurring charges; one time charges are not allowed.

## Allowable Costs

- Phone plan charges directly related to your line.
- Data Plans
  - It is the responsibility of the employee and supervisor to determine how much of the data plan should be included in the cost.
- Wireless service for tablets and other devices.
- Home internet for positions that have an approved telecommuting agreement in place.
- Surcharges
- Taxes/Government Fees

## Disallowable Costs

- Charges not directly applicable to your line (i.e. family member's lines on a shared plan.)
- One time charges, including equipment.
- Installment plan charges for devices.