

	Policy Owner:	Vice President & Chief Human Resources Officer
	Responsible Office:	Human Resources
	Origination Date: 01/10/2020	Last Revised: 02/09/2026
	Policy Title: Cell Phone Service Allowance	

Policy

Cell phone service allowance is intended to reimburse qualified employees for business use of their personal cell phone service account. Employees who receive cell phone service allowance must agree to list their personal cell phone number in LOUIE.

Section I: Eligibility

- A. With supervisor approval, the following employees are eligible to receive cell phone service allowance:
1. Employees whose course and scope of employment requires considerable travel or time spent outside of the office during normal business or working hours and the use of a cell phone is necessary to facilitate the employee's effective performance or the maintenance of business operations while away;
 2. Employees whose course and scope of employment requires the employee to be immediately accessible to receive or send business-related calls, messages, or information outside of normal working hours; and
 3. Employees whose course and scope of employment includes duties that must be performed while away from the office that may expose the employee or others to immediate health or safety risks (e.g., visits to the homes of patients or clients).
- B. Cell phone service allowance may not be paid with grant-restricted funding. Cell phones or service plans may be purchased by departments for grant-funded employees in accordance with applicable policy or contractual requirements related to University owned cell phones and/or service plans.

Section II: Allowance

- A. The cell phone service allowance is not intended to cover the entire cost of the employee's cell phone service. The Internal Revenue Service considers these payments to constitute taxable income. Cell phone service allowance may be considered wages for retirement contribution purposes.
- B. Approved cell phone service allowance will be charged to the NAU account approved by the applicable supervisor, who is responsible for ensuring the availability of appropriate funding. Supervisors are required to annually review documentation or to otherwise confirm the business use of the cell phone to determine continued eligibility.
 - 1. Cell Phone Service Allowance: \$10 per pay period.
- C. To initiate a cell phone service allowance, employees may, with the approval of their supervisor, submit a completed Cell Phone Service Allowance Agreement to Human Resources.
- D. The allowance will only be paid for pay periods an employee is in a paid status.
- E. Employees who work less than 12 months and elect to be paid over a 12-month period may not receive the allowance during pay periods the employee is not working.
- F. The allowance will not be prorated.

Section III: Cancellation

- A. All approved cell phone service allowances will automatically cancel at the end of the calendar year unless continued eligibility is confirmed with Human Resources.
- B. The employee or their department must submit a completed Cell Phone Service Allowance Agreement to Human Resources cancelling the approved allowance when:
 - a. The employee no longer meets the eligibility criteria;
 - b. The employee transfers to a different department; or
 - c. The employee leaves the university.

- C. The employee may be responsible to repay any allowance received if the employee fails to notify Human Resources within 30 days of no longer meeting eligibility criteria or termination of the employee's cell phone service.

Related Information*

[Cell Phone Service Allowance Agreement](#)

Policy History*

01/10/2020 Origination date.

01/07/2026 Policy revised.

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* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.