

## Cancellation of a Cell Phone Reimbursement Monthly Payment

To cancel an active cell phone reimbursement form, please forward an email to:

TO: Kristen Scott at [kristen\\_scott@uri.edu](mailto:kristen_scott@uri.edu)

CC: [Financials\\_e-campus@etal.uri.edu](mailto:Financials_e-campus@etal.uri.edu)

Include the following:

**Employee Name**

**Employee ID**

**Effective Date of the Payment Cancellation** - Should be the last day of the month which the final reimbursement payment will be paid. EG. Employee should receive a cell phone reimbursement for May, 2024; Effective Date of Payment Cancellation should be May 31, 2024.