

Cancellation of a Cell Phone Reimbursement Monthly Payment

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

TO: Kevin Caswell, Assistant. Controller at kevin_caswell@uri.edu

CC: 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.