Cell Phone Reimbursement Form Instructions

Prior to creating and submitting a Cell Phone Reimbursement Form in Financials e-Campus please read and complete the following items:

- Employees requesting reimbursement for a cell phone bill will need access to Financials e-Campus. If you do not currently have access to Financials e-Campus, complete and submit the PS Financials Request for Security Access Form on the Controller’s website: PS Financials Access Form. The user id and password to access Financials e-Campus is the same user id and password used for Faculty/Staff e-Campus.

- The reimbursement amount is a maximum of $60/month. If the cost of your individual cell phone is less than $60/month, only enter the amount of your individual cell phone line, not including any equipment charges. For example, if your total cell phone bill is $100, including two cell phone line service charges of $80 and equipment charges of $20, you would only enter $40 as the reimbursement amount (amount of the Plan Usage and/or Service charge divided by the number of lines (2) not including any equipment charges), which is $40.00 ($80/2=$40.00).

- The reimbursement will be paid monthly, on or about the 15th or each month, following the month the cell phone form is initially submitted and approved. The cell phone reimbursement form only needs to be submitted once and will be reimbursed monthly until further notice.

- Direct Deposit is a requirement for all submitting a cell phone reimbursement. Please confirm you are set up for direct deposit in Financials e-Campus. The employee/recipient must enter their banking information themselves, but the cell phone request form may be entered by a delegated person. The instructions for entering/reviewing banking information can be found on the Controller’s Website. Direct Deposit Setup Instructions

- A copy of your most recent cell phone bill should be attached to the online form.

- Obtain the proper chartfield string the cell phone will be charged to from your Business Manager or Department Fiscal Person. This is needed when creating the cell phone reimbursement form.

Please refer to the University IT Acceptable Use Policy regarding University data.
Instructions to Create a Cell Phone Reimbursement Form in Financials e-Campus

1. Login to Financials e-Campus: Financials e_Campus

2. From the Main Menu, navigate to URI Menu, Forms, Cell Phone Reimbursement Form

3. Click Add a New Value

4. Enter your URI Employee ID Number, then click ADD

5. Confirm your name, and PS Chartfield String (CFS) including department, fund, program and if applicable, project. Update the CFS if necessary.

6. Confirm Direct Deposit information is entered. If your bank name shows, your direct deposit is entered. If not, you must enter your direct deposit information. Click Direct Deposit for the instructions (Scroll down the page) to enter your banking information.

7. Enter reimbursement amount, up to a maximum of $60.00.

8. Attach a copy of your June 2023 (or most recent) cell phone bill with your cell phone number highlighted. Select the criteria which most closely confirms your eligibility.

9. SAVE the form, read the Employee Certification and Click Submit.
Cell Phone Reimbursement Request Form

5. Name and CFS

6. Bank Name

7. Enter reimbursement amount, up to a maximum of $60.

8. Attach cell phone bill and select criteria.

9. Click SAVE, review certification, click Submit for Approval.