

Cell Phone Reimbursement Form Instructions

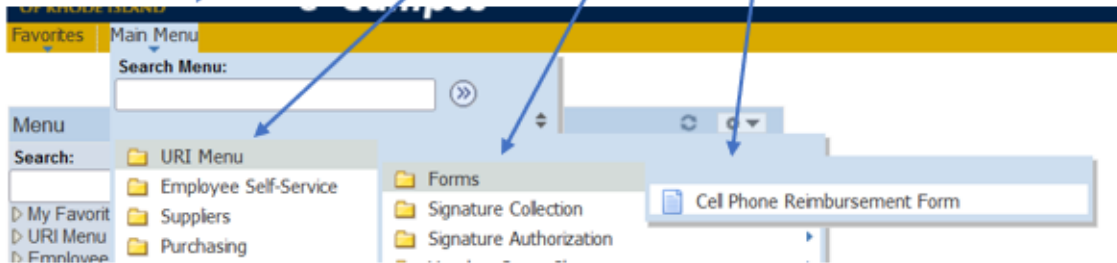
Prior to creating and submitting a Cell Phone Reimbursement Form in [Financials e-Campus](#) please read and complete the following items:

- 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**

A screenshot of the 'Cell Phone Reimbursement Form' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in yellow. Below the tabs, there are two input fields: 'Form ID' with the text 'NEXT' and 'Empl ID' with a magnifying glass icon. At the bottom left is an 'Add' button. A text box on the right contains the instructions: '3. Add a New Value' and '4. Enter Employee ID and click Add'. Blue arrows point from this text box to the 'Add a New Value' tab, the 'Empl ID' field, and the 'Add' button.

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**.

[User Information](#) |
 [Approvals](#)

Cell Phone Reimbursement Request Form



Form ID: 0000000029

Approval Status: Initial

Employee ID: 0980

Employee Name & Title: Byrnes, Virginia M

Form Status

☒ Initial
 ☐ Active
 ☐ Inactive

*Department: 4001

5. Name and CFS

*PS Chartfield

*Fund: 100 *Program: 0000

Direct Deposit Info:

Direct Deposit

#####508

Bank of America

N

6. Bank Name

Cell Phone Reimbursement Info:

Amount: \$60.

Cell Phone Bills (1)

This position may be eligible to be paid a cell phone stipend for business usage due to the following criteria (check all that apply):

- ☒ Critical decision maker on an institutional level
- ☐ Required to be on-call (24/7) as documented per job requirem
- ☐ Safety requirements signify having a cell phone is an integr
- ☐ More than 50% of work is conducted in the field as verified
- ☐ Required to be contacted on a regular basis outside one's st
- ☐ Other:

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

8. Attach cell phone bill and select criteria.

Employee Certification:

I certify the above reimbursement request does not exceed the monthly cost that I incur for cell phone usage, and that much of my cell phone usage is attributable to business purposes. I further certify that should the business usage significantly decline for a sustained period, I will notify my Department Head, in writing, as soon as possible. I understand that URI is not responsible for any tax consequences of the reimbursement or the business use of my personal cell phone or payment for equipment, usage, or cancelation/termination penalties. I have attached a copy of proof of service.

Save

Submit for Approval

Previous tab

Next tab

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