

Caltech

Payment Services

Request for Monthly Cell Phone Allowance

Date	
Employee Name	
Caltech UID	
Job Title	
Department Name	
Cell Phone Number	
Monthly Allowance Amount	
PTA to be charged	
Start Date (25th of the month)	
End Date (if known)	

Cell Phone Allowance Guidelines:

The monthly allowance is provided to those employees in specific jobs that require cell phone use for Caltech business.

The allowance is for the Caltech employer portion of an employee's cell phone bill. It is not intended to cover 100% of the cell phone or data plan used for both business and personal purposes.

Individuals who meet the guidelines above can be provided a monthly cell phone allowance at the discretion of each department. Individual departments determine eligibility and amount of monthly allowance.

Departments are responsible for alerting Payment Services if an employee leaves Caltech or no longer eligible. The notification serves as documentation to stop the recurring monthly payments.

Employee Certification:	
I have a cell phone that I will use for Caltech business while performing my job duties. I will make the cell phone number available to Caltech. I am requesting a monthly cell allowance payment.	
Employee Name	
Employee Signature and Date	
Supervisor Approval:	
I have reviewed this request and the employee listed above is approved to receive a monthly cell phone allowance. I will notify the Specialty Team if the employee is no longer eligible for monthly payments.	
Approver Name	
Approver Title	
Approver Signature and Date	

Email completed forms to:
SpecialtyTeam@caltech.edu

04.16.24