

Texas A&M Veterinary Medical Diagnostic Lab Procedures

25.99.09.V0.01 | Cellular Communication Devices and Services

Approved: December 28, 2012
December 5, 2014

Next Scheduled Review: December 5, 2019



PROCEDURE STATEMENT

This procedure provides the Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) with a formal process to manage cellular communication devices and services for agency employees.

REASON FOR PROCEDURE

This procedure is required by System regulation 25.99.09, *Cellular Communication Devices and Services*.

PROCEDURES

1.0 GENERAL

The provision of a cellular communication device and/or allowance to an employee must be based upon business need. The Director or designee is responsible for making a determination on the following:

- 1.1 Determine whether the employee's position requires a cellular communication device and/or service based on his or her job duties and responsibilities.
- 1.2 Determine which of the allowed acquisition methods (member-owned or employee-owned) is most appropriate to address business needs.
- 1.3 Determine source of funds to pay for the cellular communication device and/or service
- 1.4 Ensure the employee is made aware of System Regulation 25.99.09 and member procedures.

2.0 CELLULAR COMMUNICATION DEVICES

2.1 Member-owned Devices

TVMDL may elect to acquire and provide a cellular communication device to an employee whose job duties necessitate the provision of such device.

Phone calls made on a member-owned device must be documented monthly on an itemized bill.

2.2 Employee-owned Devices

TVMDL will follow System Regulation 25.99.09. Cellular Communication device and service allowance limits are:

- Voice and data – up to \$50/month (For employees granted an allowance after 11/1/2014.)
- Voice and data – up to \$90/month (For employees granted an allowance prior to 11/1/2014.)
- Equipment – up to \$100 only once every two years

A monthly statement is not required with submission of the Cellular Communication Monthly Plan Allowance Enrollment form (AG-515), however, one may be requested.

A contribution towards an employee-owned device is submitted using Cellular Communication Equipment Reimbursement Request form (AG-514). A receipt is required for reimbursement of the device.

Allowances are taxable compensation to the employee and are subject to required tax withholdings. Payment of such taxes incurred is the responsibility of the employee and will not be reimbursed to the employee by the agency. A cellular communication allowance is not part of an employee's base salary. The AgriLife Payroll Office will annually provide a report to the agency with all cellular communication service allowances. TVMDL should annually review and submit any changes necessary to the AgriLife Payroll Office. A monthly cellular communication service allowance may be established at any time during a fiscal year and may be changed or withdrawn at any time, for any reason by the agency. Notification should be submitted to the AgriLife Payroll Office.

3.0 REIMBURSEMENT OF BUSINESS CALLS

An employee who does not receive a cellular communication allowance may, under certain circumstances and if approved by the Director or designee, be reimbursed for business calls made using a personal device. To receive reimbursement, the employee will submit an itemized bill documenting calls for reimbursement, noting business purpose of calls, along with a completed Personal Reimbursement (AG-296). TVMDL will determine the source of funds for reimbursement.

Reimbursement for international business communication will follow the process as outlined above. In cases where it is determined efficient to have international coverage as part of a monthly allowance the Director or designee may approve through the cellular communication monthly plan allowance enrollment form (AG-515).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 29.99.09, Cellular Communication Devices and Services](#)

[System Policy 33.04, Use of System Resources](#)

DEFINITIONS

Cellular communication device—defined as a cellular telephone, telephone/PDA or Smartphone, and peripheral equipment (e.g. carrying case, pager, hands-free headset).

Cellular communication service—defined as the plan providing for operation of a cellular communication device.

CONTACT OFFICE

For questions, contact the TVMDL Finance Office at 979-458-3254.