

North Carolina State University

Mobile Communication Device Procedures

(Revised 12/2013)

Overview

The following procedure sets forth the rules for business use of Mobile Communication Devices (MCD) by permanent employees who are required to carry such a device to fulfill their job responsibilities. For the purpose of this procedure, the term 'MCD' includes cell phones and telecommunication devices. The procedure applies to two categories of MCD:

- Employee-owned MCD used for university business
- University-owned MCD used for university business

For employees who meet the eligibility criteria listed below, departments/units may provide an MCD allowance to subsidize the business use of the individual's personal device, in lieu of assigning a university-owned device. Effective, January 1, 2014, all employees requesting or re-certifying an MCD allowance will be required to document their monthly cost to maintain the device. In addition, if the MCD allowance exceeds the employee's monthly cost, the allowance must be reduced.

Eligibility for MCD Allowance

Only NC State University FLSA-exempt employees who are in full-time, twelve-month appointments can receive the allowance. FLSA-subject staff (those for whom hourly time records must be kept) as well as temporary, part-time, and student workers are not eligible. The determination and approval of the MCD decision will be the responsibility of the respective dean, director, or department head. Specific guidelines for the MCDs are determined as follows:

1. Eligible senior-level employees include the chancellor, executive officers, deans, and other JCAT 100-level positions designated by the Chancellor or appropriate Vice Chancellor.
2. Faculty and non-faculty professionals who must be available 24/7 or during non-business hours to meet service needs such as life/safety issues and/or critical system and operational support.
3. Faculty and non-faculty professionals who must be routinely accessible during business hours but are primarily in travel status or "in the field" a significant amount of the time due to the nature of job duties (job requirement to be away from a standard office). Review of the most efficient and cost effective means of communication should be considered before authorizing employees in this classification.

Requirements and Instructions

Both university-owned and employee-owned "allowanced" MCDs are subject to the following requirements:

- Initial approval (when started) and annual re-justification of the business need for the device is required and must be documented by **December 31** each year using the Mobile Communications Device Allowance Request Form (NCSU Allowance Request Form 01.01.2014 final.docx) and the Allowance Template (NCSU Allowance Template 01.01.2014 final.xls). For employee-owned "allowanced" MCDs, both forms must be completed and e-mailed to

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cell_phone_forms@ncsu.edu as a part of the employee's permanent record. For university-owned devices, only the Mobile Communications Device Allowance Request Form (NCSU Allowance Request Form 01.01.2014 final.docx) must be completed and e-mailed to cell_phone_forms@ncsu.edu as a part of the employee's permanent record. For the first year, calendar year 2014, please e-mail the required form or forms by January 15, 2014 to cell_phone_forms@ncsu.edu.

- Employees receiving an MCD allowance must attach a copy of their annual contract or monthly billing statement to the MCD justification form. Only the relevant pages showing the cost need to be scanned and e-mailed to cell_phone_forms@ncsu.edu along with the two required forms referenced above. The monthly billing statement should be current – within the last month or two. The monthly cost of the employee-owned device must be documented. The MCD allowance requested cannot exceed the employee's monthly cost for the service on the device used for university business.
- The decision must be based solely on the business requirements of the university.
- Employees are responsible for the protection and retention of business data conducted on the device in accordance with the [University Records and Retention regulation](#).
- Records of business use are subject to the Public Records Act (N.C. General Statute §132, *et. seq.*), as well as other subpoena powers of the federal and State judiciaries.
- Employees are required to have their device with them, charged and operational at all times, and respond timely to university-related communications.

1) ALLOWANCES for Employee-owned MCDs:

- Allowances apply only to employee-owned MCDs and must be less than the employee's monthly cost to maintain the device.
- NC State University is only authorized to provide MCD allowances if the department's cost of providing the allowance is less expensive than providing a university-owned MCD.
- **The MCD allowance must be generated by the department through entry into the Financial System's MCD allowance pages (rather than through the HR System using the MD1 earnings code);** this allowance will be paid at month end on a monthly basis. For the 2014 calendar year, the Controller's Office will make the entries into the Financial System. The department will only be required to e-mail the completed forms and bill or contract to cell_phone_forms@ncsu.edu.
- Federal grants and/or sponsored projects do not permit paying allowances for an MCD due to the inability to assign costs with accuracy and efficiency (OMB Circular A-21 Section D.1).
- These payments are not considered base pay and are not subject to retirement or benefits. This allowance has been designated by the Internal Revenue Service as a non-taxable if the required documentation and substantiation of business need is met.
- The University will not purchase, repair, or replace the equipment for employees receiving an allowance.
- Anyone receiving the allowance must notify their respective dean, director or department head when they discontinue mobile communication services. Failure to do so will result in immediate termination of the MCD allowance and may lead to disciplinary action.

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The maximum MCD allowances are:

1. **Voice: \$20/month**
2. **Data: \$20/month**
3. **Both Voice and Data: \$40/month**
4. **Adjusted Amount (less than the above rates)**

2) University-owned MCD used for university business:

- Departments may provide University-owned MCDs to eligible employees in lieu of the allowance; however, the director or department head must approve the purchase and contract of an MCD for business use.
- The department is responsible for contracting with the provider, selecting the initial plan, purchasing the MCD and accessories, and turning in all MCDs and accessories when the service(s) ends. Departments are required to use statewide term contracts when devices and plans are cost effective and meet departmental needs.
- MCDs purchased with university funds are the property of the university and ownership cannot be transferred to the employee.
- Use of the device for email and data should follow the [Computer Use Regulation](#).
- Only University-related business calls are allowed on a University-owned device.
- Departments are responsible for reviewing the need of a university-owned MCD at least annually and are responsible for terminating or making any changes to the service accordingly.

For assistance or questions on the procedures and forms, please contact Kim Kelley, Assistant Controller (919) 515-7132, kim_kelley@ncsu.edu or Terressa Yeakle Best, Small Purchases, Travel, & Training Manager (919) 515-7489, tryeakle@ncsu.edu.

NC State University - Mobile Communication Device Allowance Request Form

Employee Information:

Name: <Name>
 Title: <Title>
 Division/ Department: <Department>
 Employee ID: <Employee ID #>
 Cell Phone #: <Cell Phone # associated with allowance>

Request Type (on a calendar year):

- ☒ New Begin Month (Month, Year): January 2014
- ☒ Annual Renewal End date (Month, Year) December 2014
- ☐ Terminate Termination date (Month, Year) _____

Charge to this 6 (or 11) digit Project ID: _____

| | |
|---|--|
| 1. Indicate your business-use justification in the chart below. Select all that apply. | |
| <input type="checkbox"/> | Eligible senior-level employees which includes: the Chancellor, Executive Officers, Deans, and other JCAT 100-level positions as designated by the Chancellor or the appropriate Vice Chancellor. |
| <input type="checkbox"/> | Faculty and non-faculty professionals who must be available 24/7 or during non-business hours to meet service needs such as life/safety issues and/or critical system and operational support. |
| <input type="checkbox"/> | Faculty and non-faculty professionals who must be routinely accessible during business hours but are primarily in travel status or "in the field" a significant amount of the time due to the nature of job duties (job requirement to be away from a standard office). Review of the most efficient and cost effective means of communication should be considered before authorizing employees in this classification. |
| 2. Category (Check one) | |
| <input type="checkbox"/> | University owned MCD (skip to required signatures) |
| <input type="checkbox"/> | Employee owned MCD (complete section 3 and 4 below) |
| 3. Indicate the MCD allowance you are requesting: | |
| <input type="checkbox"/> | Voice Only - \$20/month |
| <input type="checkbox"/> | Data Only - \$20/month |
| <input type="checkbox"/> | Voice and Data - \$40/month |
| 4. Required Documentation | |
| <input type="checkbox"/> | In accordance with the MCD policies and procedures, I have attached a copy of my most recent phone bill to this request. |

Operating Parameters:

- NC State's MCD allowances will be paid through accounts payable as non-taxable cell phone reimbursement. According to the IRS, documentation of business use is required. Therefore, please attach a copy of your most recent cell phone bill to this form. Employees and management must recertify MCD allowances using this same approval process by December 31st each year to be continued into the next calendar year.
- The University will not purchase nor replace cell phone or data devices for employees receiving a MCD allowance.
- For involuntary employment terminations (e.g. RIF, dismissal), the University will pay applicable service cancellation fees.
- Employees receiving a MCD will be required to have their cell phones and/or data device with them, charged and operational at all times.
- The allowance and records of associated business use will be subject to the Public Records Act.

Employee / Supervisor / Management Certification and Signature:

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I will maintain my mobile communication device service and operation for University business. I further certify that I have read, understood and will comply with NC State's mobile communication device operating parameters described above.

Employee's Signature (Required) _____

Date _____

Departmental / University Head or Designee Certification and Signature:

I certify that the requested allowance is needed for this employee, to cover University-related expenditures for the mobile communication device services described above. I certify that the allowance has been justified to NC State's Mobile Communication Device Allowance standard.

Employee's Supervisor (Required) _____

Date _____

Dean/Director/Department Head (Required) _____

Date _____

Scan into electronic format and email to cell_phone_forms@ncsu.edu along with the Allowance Template and the latest month's cell phone bill.

Mobile Cellular Device - Allowance Template

Instructions:

Section:

- 1 Please enter the date, employee's name and title, division or department, and the project id. Information should match the MCD Allowance Form. For the project id, it can be either the 6 digit or 6-5 digit id.
- 2 This section is for the type of reimbursement requested. Enter yes or no in the highlighted boxes. If cell phone only, enter yes in the first box and no in the second box. If data only enter no in the first box and yes in the second box. If you are requesting both cell and data both boxes should be yes.
- 3 On line 3.C, enter in the total cell phone amount in the yellow highlighted cell. This will be the total amount of the bill for items requested (voice only, data only, or both voice and data).

If requesting voice, enter the cost without discounts, taxes and other charges on line 3.A in the highlighted cell
If requesting data, enter the cost without discounts, taxes and other charges on line 3.B in the highlighted cell.
If voice and data are not broken out on the bill then split the amount 50/50.
The amounts entered for Line 3.A and B will not equal line 3.C due to taxes, discounts, etc.

The amount on Line 3.C will assist in the calculation of the total voice and data amounts by prorating taxes etc. and adding those additional amounts to the base plans on Lines 3.A and 3.B.
- 4 Section 4 is automatically calculated. The amount paid will be the lesser of the employee calculated amount or the maximum amount on Line 3.C Item 1
Line 4.C blue highlighted column is the total to be reimbursed each month. The maximum allowance is \$40 per month.

Please attach a copy of the monthly cell phone bill.

Questions please email or call Lynn Stallings at lynn_stallings@ncsu.edu or 5-

| Mobile Cellular Device - Allowance Template | | | | | | | | | |
|--|---|---|--|--|--|---|--|--|--|
| 2014 Allowance Maximums | | | | | | | | | |
| Cell Phone - Voice Plan Allowance Maximum | | \$20 | | | | | | | |
| Cell Phone - Voice and Data Plan Allowance Maximum | | \$40 | | | | | | | |
| Data Device - Data Plan Only | | \$20 | | | | | | | |
| 1. Data Item | | Requestor or Requestor's Department Enters Information Below: | | | | | Instructions | | |
| Date: | | January 1, 2014 | | | | | Information in this section should match the MCD Allowance Form. | | |
| Name: | | John Doe | | | | | | | |
| Title: | | Accounting Manager | | | | | | | |
| Division/Department: | | Finance | | | | | | | |
| Project ID | | 221085 | | | | | | | |
| 2. Enter Employee MCD Reimbursement Requested | | | | | | | | | |
| Description | | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested | Information in this section should match the MCD Allowance Form. | | | | | |
| 2.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | | | | | | |
| 2.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | | | | | | |
| 2.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | | | | | | |
| 3. OSBM Employee Phone / Data Payment Documentation Test (From employees monthly invoice) | | | | | | | | | |
| Description | | Employee Reimbursement Requested (Yes / No) | Employees Base Plan Cost (w/o discounts, taxes, other charges) | Percent to Base Plan Cost Total | Employees Calculated Actual Wireless Voice and Data Costs | Information in this section should be entered based on the charges in the employee documentation. | | | |
| 3.A | Employee's Voice Plan Monthly Base Plan Cost | Yes | \$9.99 | 25% | \$ 11.24 | | | | |
| 3.B | Employee's Data Plan Monthly Cost Base Plan Costs | Yes | \$30.00 | 75% | \$ 33.76 | | | | |
| 3.C | Employee's Wireless Monthly Bill Total | | \$45.00 | 100% | \$ 45.00 | | | | |
| 4. Lessor of Employee MCD Allowance Requested in item 1 versus actual employee phone / data payment documentation test from item 3 | | | | | | | | | |
| Description | | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested (Item 1) | Employees Calculated Actual Wireless Voice and Data Costs (Item 2) | MCD Allowance To Be Reimbursed to Employee (Lesser of item 1 or 2) | Information in this section is automatically calculated based on the information provided in the Sections 1 and 2 of this form. | | | |
| 4.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 11.24 | \$ 11.24 | | | | |
| 4.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 33.76 | \$ 20.00 | | | | |
| 4.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | \$ 45.00 | \$ 31.24 | <---MCD Allowance For Entry To Financials System | | | |

Sprint:>

Customer Account Number

Bill Period

Bill Date

Nov 05-Dec 04 Dec 08,2013

4 of 6

Charges

| | | | | |
|--|-----------|-----------------|----------|------------------------------|
| Everything Included..... | Data- 450 | Anytime Minutes | \$69.99 | \$57.39 Voice Base Plan (2A) |
| Employee Discount Sprint 18%..... | | | -\$12.60 | |
| Top-Tier Total Equipment Protection- \$8 Insurance Premium & \$3 Service/Repair..... | | | \$11.00 | |
| Premium Data add-on charge..... | | | \$10.00 | \$10.00 Data Base Plan (2B) |
| | | | \$78.39 | |
| Sprint | | | \$3.73 | |
| Surcharges..... | | | \$3.85 | |
| Government Taxes & Fees..... | | | \$85.97 | Total \$85.97 (2C) |

Total

Usage Summary

Single Plan - Everything Data

| | Included | Used | Additional Charges |
|-------------------------|-----------|---------|--------------------|
| Anytime Minutes | 450 | 52 | |
| Any Mobile,Anytime Text | Unlimited | 139 | |
| Night & Weekend | Unlimited | 66 | |
| Picture Mail | Unlimited | 50 | |
| Sprint 3G Data | Unlimited | 18 | |
| Sprint 3G Data Roaming | Unlimited | 190,654 | |
| | See Tenna | 166 | |

Details, details...

Your Base Plan includes

Everything Data, America - Roaming Included, Anytime Minutes, Call Detail, Caller ID, Cellular Minutes, Domestic LD Rate \$0, Enhanced VoiceMail, Long Distance While Roaming, Mobile TV, SMS Text Messages, Video Mail

Add On Services

Unlimited Nights&Weekends-7pm, Unlimited Any Mobile, Anytime, Data Usage

| | | | | | | |
|-------------|------|-----------|------------|---|-----|-----|
| 10/17 11:38 | Peak | PlanAllow | Raleigh NC | 5 | --- | --- |
| 10/17 3:28 | Peak | M2MAIlow | Raleigh NC | 1 | --- | --- |
| 10/17 4:25 | Peak | M2MAIlow | Raleigh NC | 3 | --- | --- |

| Mobile Cellular Device - Allowance Template | | | | | | |
|--|---|---|--|--|--|---|
| 2014 Allowance Maximums | | | | | | |
| Cell Phone - Voice Plan Allowance Maximum | | | \$20 | | | |
| Cell Phone - Voice and Data Plan Allowance Maximum | | | \$40 | | | |
| Data Device - Data Plan Only | | | \$20 | | | |
| Data Item | | Requestor or Requestor's Department Enters Information Below: | | | Instructions | |
| Date: | | January 1, 2014 | | | Information in this section should match the MCD Allowance Form. | |
| Name: | | Sprint Example | | | | |
| Title: | | Controller | | | | |
| Division/Department: | | University Controller's Office | | | | |
| Project ID | | 221085 | | | | |
| 1. Enter Employee MCD Reimbursement Requested | | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested | | Information in this section should match the MCD Allowance Form. | |
| 1.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | | | |
| 1.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | | | |
| 1.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | | | |
| 2. OSBM Employee Phone / Data Payment Documentation Test (From employees monthly invoice) | | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Employees Base Plan Cost (w/o discounts, taxes, other charges) | Percent to Base Plan Cost Total | Employees Calculated Actual Wireless Voice and Data Costs | Information in this section should be entered based on the charges in the employee documentation. |
| 2.A | Employee's Voice Plan Monthly Base Plan Cost | Yes | \$57.39 | 85% | \$ 73.21 | |
| 2.B | Employee's Data Plan Monthly Cost Base Plan Costs | Yes | \$10.00 | 15% | \$ 12.76 | |
| 2.C | Employee's Wireless Monthly Bill Total | \$85.97 | | 100% | \$ 85.97 | |
| 3. Lessor of Employee MCD Allowance Requested in item 1 versus actual employee phone / data payment documentation test from item 2 | | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested (Item 1) | Employees Calculated Actual Wireless Voice and Data Costs (Item 2) | MCD Allowance To Be Reimbursed to Employee (Lesser of item 1 or 2) | Information in this section is automatically calculated based on the information provided in the Sections 1 and 2 of this form. |
| 3.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 73.21 | \$ 20.00 | |
| 3.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 12.76 | \$ 12.76 | |
| 3.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | \$ 85.97 | \$ 32.76 | |
| | | | | | | |
| ←MCD Allowance For Entry To Financials System | | | | | | |

PO BOX4001
ACWORTH, GA 30101

| | | |
|---|----------------|------------|
| Manage Your Account & View Your Usage Details | Account Number | Date Due |
| My Verizon at www.verizonwireless.com | [REDACTED] | 12/11/13 |
| Address Changed? - go to vzw.com/changeaddress | Invoice Number | [REDACTED] |

Quick Bill Summary

Oct 17 - Nov 16

KEYLINE
[REDACTED]
[REDACTED]

| | |
|---|-----------|
| Previous Balance (see back for details) | \$213.97 |
| Payment - Thank You | -\$213.97 |
| Balance Forward | \$0.00 |
| Monthly Charges | \$192.99 |
| Verizon Wireless' Surcharges and Other Charges & Credits | \$7.06 |
| Taxes, Governmental Surcharges & Fees | \$13.66 |
| Total Current Charges | \$213.71 |

Get And Pay Your Bill
The Easy Way
Save time, postage and help the
environment by enrolling in paperless
billing and autopay. Enroll today at
www.vzw.com/myverizon.

Total Charges Due by December 11, 2013

\$213.71

Total bill for 4 phones must be prorated

| | | |
|-------------------|--|---|
| Pay from Wireless | Pay on the Web | Questions: |
| #PMT (#768) | My Verizon at www.verizonwireless.com | 1.800.922.0204 or *611 from your wireless |

VN

Bill Date
Account Number
Invoice Number

November 16, 2013
[REDACTED]

Total Amount Due

deducted from bank account on 12/05/13
DO NOT MAIL PAYMENT

\$213.71

P.O. BOX 15062
ALBANY, NY 12212-5062

/1221250629/

D Check here and fill out the back of this slip if your billing address
has changed or you are adding or changing your email address.

[REDACTED]



| Get Minutes Used | Get Data Used | Get Balance |
|------------------|---------------|-------------|
| #MIN + SEND | #DATA + SEND | #BAL + SEND |

Explanation of Charges

Verizon Wireless' Surcharges

Verizon Wireless' Surcharges include (I) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (II) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (III) an Administrative Charge, which helps defray certain expenses we incur, including charges we or our agents pay local telephone companies for delivering calls from our customers to their customers, fees and assessments on our network facilities and services, and costs and charges associated with proceedings related to cell sites, local number portability, and other government mandates. Please note that these are Verizon Wireless charges, not taxes. These charges, and others included, are subject to change from time to time.

Taxes, Governmental Surcharges and Fees

includes sales, excise and other taxes and governmental surcharges and fees that we are required by law to bill customers. These taxes, surcharges and fees may change from time to time without notice.

Late Fee Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law.

Verizon Wireless' Other Charges and Credits

Includes charges for products and services, and credits owing.

Payments

Previous Balance **\$213.97**

Payment- Thank You

Payment Received 11/05/13 -213.97

Total Payments **-213.97**

Balance Forward **\$0.00**

Total Amount Due will be deducted from your bank account on 12/05/13

Account Charges and Credits

Account Monthly Charges

| | | |
|-----------------------------|---------------|----------------|
| SHARE EVERY UNL TLK&TXT 2GB | 11/17 - 12/16 | 60.00 |
| 20% Access Discount | 11/17 - 12/16 | -12.00 |
| Subtotal | | \$48.00 |

Total Account Charges and Credits **\$48.00**

Voice and Data Base Plan for the entire account. The charges must be prorated by the number of phones the plan covers.

In this case, the plan covers 4 phones (\$48/4 phones = \$12.00 per phone).

Automatic Payment Enrollment for All

Each month for the total amount due on your account. The plan you are enrolled in will be used to setup automatic payments. You will be billed each month for the amount of the debt 15 days in advance of the payment. If you do not agree to these terms, please call 1-800-942-6229 or visit us online at vzw.com/automaticpayments. If you do not wish to enroll, you must call 1-800-942-6229. Check your bill for any changes.

Click the link below to enroll in automatic payments. If you are already enrolled, you will not be able to enroll again. If you are not enrolled, you will be able to enroll. If you are not enrolled, you will be able to enroll. If you are not enrolled, you will be able to enroll.

li D

Changing your billing address for Account

below and we'll use it to tell you important information about your Verizon Wireless bill. If you have a new email address, provide it where we send your bill. If we do not have your most recent email address, provide it below and we'll use it to tell you important information about your Verizon Wireless bill. Billing cycles for the address change to take effect.

New Address _____

City _____ State/Zip _____

Work Phone _____ Home Phone _____

Email _____

Confirming or changing your service address

For each of your mobile numbers, in order to bill taxes and surcharges correctly we need a service address - which is a street address (not a PO Box) that is the home or primary business address of the person who uses that number. To confirm or change the service address for any of your mobile numbers, sign in to My Verizon at vzw.com/serviceaddress.

Summary

Your Plan

SHARE EVERY UNL TLK&TXT 2GB
(see pg 3)

Have more questions about your charges?
Get details for usage charges at
www.verizonwireless.com. Sign into My
Verizon to View Online Bill and click on Calls,
Messages & Data.

1st, take the Voice and Data Base Plan charges associated with the NC State usage, \$40.00, and add it to the prorated Voice and Data Base Plan charges for one phone, \$12.00.

\$40.00 + \$12.00 = \$52.00 (total Voice and Data Base Plan and prorated Voice and Data Base Plan)

2nd, to determine the Voice and Data Base Plan amounts, split the charges evenly
\$52.00/2 = \$26.00

\$26.00 Voice Base Plan (2A)

\$26.00 Data Base Plan (2B)

Monthly Charges

Smartphone Une Access 11/17-12/16 40.00
\$40.00

Voice and Data Base Plan for one phone – The one phone related to NC State usage. In this case, line access is for both voice and data.

Usage and Purchase Charges

| Voice | Allowance | Used | Billable | Cost |
|------------------|-----------|-----------|----------|--------|
| SharePlan | minutes | unlimited | 517 | --- |
| Mobile to Mobile | minutes | unlimited | 604 | --- |
| Night/Weekend | minutes | unlimited | 86 | --- |
| TotalVoice | | | | \$0.00 |

Messaging

| | | | | |
|-----------------------|----------|-----------|-----|--------|
| Text, Picture & Video | messages | unlimited | 131 | |
| TotalMessaging | | | | \$0.00 |

Data

| | | | | |
|----------------|-----------|----------|------|--|
| Gigabyte Usage | gigabytes | 2.000 | .672 | |
| | | (shared) | | |

Total Data \$0.00

Total Usage and Purchase Charges \$0.00

Verizon Wireless' Surcharges +

| | |
|------------------------------|--------|
| Fed Universal Service Charge | .63 |
| Regulatory Charge | .21 |
| Administrative Charge | .90 |
| | \$1.74 |

Taxes, Governmental Surcharges and Fees +

| | |
|-----------------------------|--------|
| NC State 911 Fee | .60 |
| NC Telecom Relay Svc Surchg | .14 |
| NC State Telecom Sales Tax | 1.60 |
| Wake Cnty Telecom Sales Tax | .75 |
| | \$3.09 |

Total Current Charges **\$44.83**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

To determine the total plan cost associated with this phone, take the \$44.83 total current charges and add in the prorated charge for one phone \$12.00 to equal \$56.83 (2C)

Detail for Voice

| Date | Time | Number | Rate | Usage Type | Origination | Destination | Min. | Airtime Charges | Long Dist/ Other Chgs | Total |
|-------|-------|--------|------|------------|-------------|-------------|------|-----------------|-----------------------|-------|
| 10/17 | 11:38 | | Peak | PlanAllow | Raleigh NC | | 5 | --- | --- | --- |
| 10/17 | 3:28 | | Peak | M2MAllow | Raleigh NC | | 1 | --- | --- | --- |
| 10/17 | 4:25 | | Peak | M2MAllow | Raleigh NC | | 3 | --- | --- | --- |

| Mobile Cellular Device - Allowance Template | | | | | |
|--|---|---|--|--|--|
| 2014 Allowance Maximums | | | | | |
| Cell Phone - Voice Plan Allowance Maximum | | | \$20 | | |
| Cell Phone - Voice and Data Plan Allowance Maximum | | | \$40 | | |
| Data Device - Data Plan Only | | | \$20 | | |
| Data Item | | Requestor or Requestor's Department Enters Information Below: | | | Instructions |
| Date: | | January 1, 2014 | | | Information in this section should match the MCD Allowance Form. |
| Name: | | Verizon Example | | | |
| Title: | | Controller | | | |
| Division/Department: | | University Controller's Office | | | |
| Project ID | | 221085 | | | |
| 1. Enter Employee MCD Reimbursement Requested | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested | | |
| 1.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | | Information in this section should match the MCD Allowance Form. |
| 1.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | | |
| 1.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | | |
| 2. OSBM Employee Phone / Data Payment Documentation Test (From employees monthly invoice) | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Employees Base Plan Cost (w/o discounts, taxes, other charges) | Percent to Base Plan Cost Total | Employees Calculated Actual Wireless Voice and Data Costs |
| 2.A | Employee's Voice Plan Monthly Base Plan Cost | Yes | \$26.00 | 50% | \$ 28.42 |
| 2.B | Employee's Data Plan Monthly Cost Base Plan Costs | Yes | \$26.00 | 50% | \$ 28.42 |
| 2.C | Employee's Wireless Monthly Bill Total | \$56.83 | | 100% | \$ 56.84 |
| 3. Lessor of Employee MCD Allowance Requested in Item 1 versus actual employee phone / data payment documentation test from item 2 | | | | | |
| | Description | Employee Reimbursement Requested (Yes / No) | Maximum Reimbursement Amount Requested (Item 1) | Employees Calculated Actual Wireless Voice and Data Costs (Item 2) | MCD Allowance To Be Reimbursed to Employee (Lessor of item 1 or 2) |
| 3.A | Cell Phone Voice Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 28.42 | \$ 20.00 |
| 3.B | Cell Data Allowance (\$20 Per Month) | Yes | \$ 20.00 | \$ 28.42 | \$ 20.00 |
| 3.C | Total Employee Amount Requested (Maximum Payment Allowable) | | \$ 40.00 | \$ 56.84 | \$ 40.00 |
| Information in this section is automatically calculated based on the information provided in the Sections 1 and 2 of this form. | | | | | |
| <---MCD Allowance For Entry To Financials System | | | | | |