

The Johns Hopkins University Annual Justification Statement Personal Cell Phone Authorized for Business Purposes

Employee name	
Department name	

Johns Hopkins University authorizes the business use of a personal cell phone, smartphone, or similar device (collectively referred to as cell phones) for the employee named above. The amount reimbursed to the employee for the service is reasonably related to the business needs of the University and is reasonably calculated so as not to exceed expenses the employee actually incurs in maintaining the cell phone.

The business purposes include (select all that apply):

<input type="checkbox"/>	Supervisor/manager or other Johns Hopkins University personnel must be able to contact the employee at all times (voice plan).
<input type="checkbox"/>	Employee must be available to speak with University employees/agents at times when employee is away from the office (voice plan).
<input type="checkbox"/>	Employee must be available to speak with University employees/agents and conduct University business with individuals located in other time zones at times outside of the employee's normal work day (voice plan).
<input type="checkbox"/>	Employee must be available to conduct University business with individuals located in the U.S and abroad at times outside of the employee's normal work day (international voice plan).
<input type="checkbox"/>	The department needs the faculty or staff member to have access to email when outside the office (data plan).
<input type="checkbox"/>	Other. Provide details:

Personal cell phone plans can include minutes to cover personal needs and other phones under the plan as well as features that are not needed for business purposes, such as texting. Therefore, the full cost of a personal cell phone is not a business expense. The employee is authorized to be reimbursed for the following:

Services needed	Level of service for business purposes	Amount authorized
Voice plan as needed for business purposes		
Data plan as needed for business purposes		
Other		
Total		

Manager certifies that the reimbursement amount authorized above for cell phone service along with voice and/or data services is reasonable for business purposes and is non-compensatory.

Manager/Approver signature and date _____

Signed copy is to be retained by the department and submitted with each reimbursement along with the employee's monthly cell phone bill.