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5 **Cellular Telephone Usage**

6 **A. Authorization**

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8 Each college president and each vice chancellor may designate employee to receive partial
9 reimbursement for the use of a cellular telephone in conducting District business.

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11 **B. Application**

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13 Managers and supervisors shall make application through the appropriate channel.
14 Approved applications shall be forwarded from the campus to the Vice Chancellor of Fiscal
15 Services for implementation.

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17 **C. Reimbursement**

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19 Reimbursement shall be at a rate not to exceed \$50 per month, which shall include
20 purchases of the telephone, activation, monthly service charges, and air use time –
21 including long distance calls. While monthly application for reimbursement is not required,
22 periodic verification of telephone usage may be requested.

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24 **D. Review**

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26 This regulation shall be periodically reviewed to assess the appropriateness of the
27 reimbursement rate.

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32 APPROVED: 6/14/02