

Cellular Telephone Use Policy

Overview

In certain instances individuals use resources such as cellular telephones to conduct business on behalf of the **Alberta Post-Secondary Application System (APAS)**. To be reimbursable these transactions must comply with APAS policy, procedure, and legislation. All claims must be **reasonable** and reflect prudence, good judgment, due diligence to reasonable economy, and be defensible to a reasonable and impartial observer.

Purpose

The purpose of this policy is to establish the procedures for acquisition of a cellular telephone to be used to conduct business on behalf of APAS, to facilitate reimbursement of cellular telephone expenses, and to describe the limitations on personal use and duration of coverage.

PROCEDURE

1. ACQUISITION OF CELLULAR TELEPHONE

An employee may choose to use/acquire a personal cellular telephone or to use a device provided by APAS. The cost of the acquisition of a personal cellular telephone shall not be reimbursed to the employee by APAS.

2. SERVICE PLANS

The employee is responsible for negotiating a suitable service plan with a reputable vendor to cover voice, messaging, data, long-distance and connectivity. Service plans negotiated by employees are subject to the approval of the Executive Director and will be reviewed on an annual basis.

3. REIMBURSEMENT CLAIMS

The recovery of out-of-pocket cellular telephone expenditures is achieved through the submission of a properly completed, approved and supported *Expense Claim Form*.

Reimbursement of expenses can only occur once the expense has been incurred; there is no reimbursement of expenses in advance. Claims for reimbursement of cellular telephone expenses should be submitted within the same fiscal year that the expense was incurred.

4. SUPPORTING DOCUMENTATION

Expense claims for a regular monthly service are to be backed up with a detailed monthly billing statement that should show the services provided and the breakdown of charges. **Original billing statements** must be attached to support expense claims.

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3. APPROVALS AND ACCOUNTABILITIES

Both the Claimant and the Approver are accountable for ensuring that claims for cellular telephone related expenses are in accordance with appropriate policies and procedures, and that the expenses were incurred for APAS business purposes.

Approval for cellular telephone expenses must be obtained from the next reporting level of authority (One-over-One approval) before payment will be made. Thus approval for expenses incurred by APAS staff must be obtained from the Operations Director; approval for expenses incurred by the APAS Operations Director must be obtained from the Chair of the Board of Directors.

6. PERSONAL USE

6.1 Employees may use their cellular phones for personal use, provided that such personal use does not cause the monthly charge to exceed the standard monthly plan from the service provider. Any charges beyond the standard monthly plan caused by personal use shall not be reimbursed to the employee by APAS.

6.2 Any long-distance charges arising from personal use are the responsibility of the employee.

7. TERMINATION OF COVERAGE

If the employee has chosen to use a personal cellular telephone to conduct business on behalf of APAS, reimbursement for expenses incurred will cease as of the date of the termination of the individual's employment with APAS.

If the employee has been provided with a cellular telephone by APAS, such device will be returned to APAS upon the termination of the individual's employment with APAS.

DEFINITIONS

Cellular Telephone	An electronic device used to make mobile telephone calls across a wide geographic area, served by many public cells, allowing the user to be mobile.
Service Plan	A contract with a vendor to provide cellular telephone services.
Reasonable	Expenses that are moderate, reflect prudence, good judgment, due diligence to reasonable economy and are defensible to a reasonable and impartial observer.
Original Billing Statement	The detailed statement provided by the service provider. A print copy of an online or Internet statement is considered an original billing statement in the case of an electronic billing arrangement. An original credit card chit or other receipt confirming payment is not considered an original billing statement.
Supporting Documentation	Any other information that relates to the transaction that adds to a review/audit understanding of an entry, e.g. approvals for procedure exceptions.