Mobile and Internet Plan Page - Plan Information

The Mobile Device/Internet ICP should be requested by managers of employees who have opted for the taxable mobile device/internet stipend (rather than a monthly expense reimbursement).

1. The taxable mobile device/internet stipend is available to full-time faculty and staff.

2. Employees request the mobile device/internet stipend from their manager at the beginning of each year or beginning of employment by means of the CY 2023 – Mobile Device\_Internet Service Stipend Authorization Application.

3. Employee and manager agree on a monthly amount based on per diem rates outlined in the guidelines and required remote work.

4. Manager submits the mobile device/internet ICP

      a. Begin Date (for a 2023 full year stipend, please enter a date of 1/1/2023 or current date, if calendar 2023 has begun.

      b. End Date (for a 2023 full year stipend, please enter a ending date of 12/10/2023 if extending for the entire 2023 calendar year)

      c. Amount = half of the monthly stipend amount (example: if the monthly stipend is $50, then enter $25.

1. Scan a copy of the signed form to payroll\_scan@depaul.edu.

5. Mobile device/internet ICP form routes to Payroll for approval CY 2023 – Mobile Device\_Internet Service Stipend Authorization Application form.

6. Stipend payments will be issued to the employee on the first two paychecks of each month for the duration of the applicable calendar year period.

Additional notes:

• Employees may select either the stipend or reimbursement method once per year. Once an employee has selected a method, they may not change methods for that year.

• Funding for the taxable stipend is from a central university budget, however, the stipend for each employee is visible through this ICP compensation history page.

• Financial Affairs reserves the right to request additional information regarding any stipend request. Financial Affairs, at its sole discretion reserves the right to modify and interpret these guidelines.