

Mobile Device/Internet Service Stipend Authorization Application Calendar 2024

The use of an employee's personal Mobile Device or Internet Access service for DePaul business purposes is established at the College/Department level by an employee's supervisor or other authorized approving official. Once a business use is established, the College/Department has the option of providing an employee with a monthly stipend for the business use of the employee's personal Mobile Device and/or internet access service.

This application is use by the employee and their supervisor or other authorizing official for purposes of requesting and authorizing a biweekly allowance for university business use of their personal Mobile Device and/or Internet Access service.

Employee Name: _____

Employee Person Number: _____ **Full-Time Staff:** ___ **Full-Time Faculty:** ___ (check one)

Authorizing Official's Name: _____

Business Purpose for Requesting Authorized Employee Status:

Enter reason here....

Mobile Device Costs (please refer to the Cell Phone and Internet Access Guidelines ("Guidelines") for established per diems):

Employee's monthly service cost for Mobile Device Service \$ _____

Employee's monthly service cost for internet access \$ _____

Requested monthly allowance amount \$ _____ (Maximum Monthly Stipend is \$75.00)

Applicable Dates:

Start Month: _____, 2024 to End Month: _____, 2024

Authorized Official Approval:

I confirm that, per my determination, the above employee is using their personal cell phone and/or internet access for DePaul business purposes and that the requested stipend amount is reasonable under the Guidelines.

Authorized Official Signature

Date

Employee Acknowledgment:

I have read and understand the provisions of the Guidelines. I also understand that the above monthly amount will be paid biweekly over twenty-four pay periods, the stipend will be subject to applicable withholding tax, and that I will need to re-apply for this stipend for each calendar year.

Employee Signature

Date

Instructions

1. Employee begins the process by entering the following:
 - a. Employee's name
 - b. Employee's Person Number
 - c. Name of the employee's supervisor or other authorizing official, who will be approving the authorization
 - d. Sign the Employee Acknowledgement at the bottom of the form.
 - e. A short justification for the business use of personal cell phone and/or internet access (e.g. "Required to work at home for three days per week")
2. The employee works with their supervision or other authorizing official to determine a reasonable amount of the stipend, for the DePaul business use of the employee's cell phone and/or internet access service, in keeping with the DePaul University Business Use of Personal Cell Phone and/or Internet Access Reimbursement and Submission Guidelines. The amount(s) by either the employee or their supervisor or other authorizing official.
3. The supervisor or other authorizing official enters the applicable dates during which the stipend will be paid In BlueSky. For example, a stipend intended to be paid over the full calendar year would input January 2024 to end month: December 2024.
4. The employee's supervisor or other authorizing official signs the form and submits a scanned copy of the form to Payroll Services via payroll_scan@depaul.edu.

Taxable Stipend

- The per diem amount for the taxable stipend is \$2.50 for cell phone or internet access or \$3.75 for cell phone and internet access. Below is an example of amounts based on the number of days worked:

Number of Monthly work days Using Personal Service for DePaul Business Purposes	Cell Phone or Internet Access	Cell Phone and Internet Access
1	\$2.50	\$3.75
5	\$12.50	\$18.75
10	\$25.00	\$37.50
15	\$37.50	\$56.25
20	\$50.00	\$75.00

- The *Mobile Device/Internet Service Authorization Application* form should be used by the employee and manager to request a stipend paid via Payroll.
- Under the stipend option, the stipend will remain in effect from the date the approved Application is processed by Payroll until the end of the calendar year. Full calendar year stipends will be paid over twenty-four pay periods. Stipends will cease upon termination.
- Taxable stipends are only available to full-time faculty and staff.