

BUSINESS OPERATION

Cell Phone Reimbursement

4515

It shall be the policy of the Educational Service Unit #2 to provide reimbursement for cell phone service to designated personnel.

The following shall apply with regard to cell phone reimbursement:

1. It shall be at the Administrator's sole discretion to determine designated personnel.
 - a. Designated personnel will be compensated monthly on a non-taxable basis. Compensation will be provided through direct deposit included with the monthly paycheck.
 - b. As directed a copy of the employee's cell phone bill shall be presented to the Business Office for documentation of the cell phone expense.
2. The Administrator shall provide the Board annual a report regarding designated personnel and amount of reimbursement.

Date Adopted	3/16/2015
Date Revised	2/18/2019
Date Reviewed	3/20/2023