



Temporary Monthly Smartphone/Cell Allowance Authorization

This form is used to authorize the eligibility and amount of a monthly smartphone/cell allowance

Employee Information

Employee Name:
Title:
Department:

Cell Number: _____

Allowance Amount: \$50

Effective Date: 3/16/20

By accepting this allowance, I agree to (i) maintain a smartphone or cellular telephone option on my account; (ii) use my phone during normal business hours when not working in the office; (iii) ensure that my phone is at all times either available to receive incoming calls, accept voice mail messages, and/or emails; (iv) use my phone to check my own voice mail account, my MTC office voice mail account, and emails, as applicable on a regular basis; and (v) forgo any other form of MTC reimbursement for cellular phone-related expenses, including but without limitation reimbursement for specific call charges.

I understand that the cell allowance is intended to provide a reasonable level of reimbursement for the temporary increased business use of the cost of my wireless plan.

By checking this box ☐ and inserting my name below, I acknowledge I have read and agree to the certification above:

Employee Name

Authorization/Approvals
Chief Financial Officer :
Executive Director: Approved by memo for all staff on a temporary basis effective 3/16/20 through a date to be determined and as shall be documented email

This smartphone/cell allowance has been authorized on a temporary basis at the discretion of the Executive Director.
It is the Corporation's right to modify or revoke this allowance at any time.