

GUIDELINES FOR FACULTY CELLULAR PHONE AND WI-FI REIMBURSEMENT

Effective July 22, 2024

Last Updated July 29, 2024

ASC Addendum to University Financial Policy 2328 - PAYMENTS FOR, OR REIMBURSEMENTS OF, COSTS ASSOCIATED WITH TELEPHONES OTHER THAN CELLULAR TELEPHONE; 2329 - PAYMENTS FOR, OR REIMBURSEMENTS OF, COSTS ASSOCIATED WITH CELLULAR TELEPHONE; and 2330 - EXPENDITURES FOR REMOTE WORK

This ASC-specific consideration extends Policies 2328, 2329, and 2330 for standing faculty recognizing the academic need for media access in carrying out the school's teaching and research missions. Existing budgetary constraints remain in place.

ASC standing faculty not enrolled in the ASC cellular telephone plan can receive \$70.00 monthly toward their personal cellular telephone plan with an active [Wireless Communication Device Allowance Request](#) on file with the [ASC Business Office](#). Taxable monthly allowances will be issued via Workday and paid in accordance with [Penn's payroll schedule](#). ASC standing faculty enrolled in the ASC cellular telephone plan are not eligible for this allowance.

ASC standing faculty can receive an allowance of up to 50% of their monthly home wireless internet expenses. Allowances for bundled services will be issued at 50% of the wireless internet costs itemized within the bundle. Taxable monthly allowances will be issued via Workday and paid in accordance with [Penn's payroll schedule](#).

Standing faculty receiving monthly home wireless internet allowances are responsible for providing the [ASC Business Office](#) with an itemized copy of their home wireless bill in July at the start of each Fiscal Year or in the month they first enroll in the program and then each subsequent July. They are also responsible for notifying the [ASC Business Office](#) if there are any changes to their wireless charges before June 30 each year so that the [ASC Business Office](#) can adjust the allocation accordingly.

ASC standing faculty enrolled in both programs will receive a combined allowance. All allowances will only be drawn from the standing faculty members' individual ASC Research & Travel Funds.

It should be noted that University Policies 2328, 2329, and 2330 state that exceptions to these policies may be granted only by the appropriate Dean, Director, or Vice President upon the submission of a justification by the individual that has been approved by the appropriate Department Chair or Manager, in consultation with the School Business Office. The Dean has approved this policy and represents standing approval for all eligible ASC standing faculty with active agreements on file with the ASC Business Office pursuant to the extent this addendum allows.