

Archdiocese of Indianapolis
Mobile Phone Discount and Expense Reimbursement Policy
Effective July 1, 2010

Application

All Archdiocesan agency staff members

Purpose

- Implement employee suggestions to reduce expenses and ensure good stewardship of resources
- Comply with IRS requirements regarding proper expense documentation

Discounts

Effective July 1, 2010, the Archdiocese will no longer provide cell phones to staff members. However, discounts on personal cell phones are available through Verizon Wireless.

Reimbursement of Business Calls Made on Personal Phones

Business calls made from personal cell phones or home phones can be submitted for expense reimbursement. Texting and data expenses are not eligible for reimbursement. Costs incurred must be reasonable and properly documented. According to IRS requirements, the request should include: a) the amount of the expense, b) the time and place of the call, c) the business purpose for the call, and d) the name of the person called and that person's business relationship with the Archdiocese. A copy of the invoice should be attached, and the business call(s) should be highlighted. The formula for reimbursement is:

$$\frac{\# \text{ of business minutes used times the monthly calling service amount}}{\text{total plan minutes}}$$

Questions – Please direct any questions to the Human Resources or Finance Offices.