

employees when an employee's standard cell phone plan includes

III. PROCESS OVERVIEW

Occasional expenses eligible for reimbursement will be paid in accordance with University Policy FINA 2.30.011 – *Business Expense*.

IV. DEFINITIONS

- A. -owned C** means a contract for Mobile Device(s) that is entered into by the University for the benefit of an assigned department or program. Amounts owed under the contract are the budgetary responsibility of the assigned department or program.
- B. Mobile Device** - mean a portable computing device that: (i) has a small form factor such that it can easily be carried by a single individual; (ii) is designed to operate without a physical connection (e.g., wirelessly transmit or receive information); (iii) possesses local, non-removable or removable data storage; and (iv) includes a self-contained power source. Mobile devices may also include voice communication capabilities, on-board sensors that allow the devices to capture information, and/or built-in features for synchronizing local data with remote locations. Examples include cell phones, smart phones, iPhone, Droid, tablets, hands-free devices and E-