

FY24 Mobile Technology Reimbursement Announcement



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To ○ Business Affairs News

Pursuant to the Mobile Technology Policy and Payment Procedures, <https://ba.uoregon.edu/content/mobile-technology-payment-procedures> a new Mobile Technology Access and Payment Option Request form (MTAPOR) will be required by July 1st (FY24) for employees that are receiving monthly mobile technology reimbursements.

Reimbursement rates are effective July 1, 2023 (in accordance with [UO Policy IV.04.04](#))

Note: A remote/hybrid work schedule is not a rationale to grant a new mobile technology reimbursement request. With the ongoing campus transition from hard phones to Teams Calling, university-issued technology (e.g., laptop) can be used for telephone calls.

Reimbursements for employee usage of mobile technology are currently provided on a tax-exempt basis. To comply with the IRS language for deductible business expenses of "both ordinary and necessary" the UO determines an average cost for a representative level of technology and service plan, and utilizes that average to set maximum reimbursement amounts for each tier of service.

Business Affairs has established recommended payment tiers for mobile technology reimbursements. Please note that the rates for fiscal year 24 will remain the same as the rates for fiscal year 23. The maximum monthly reimbursement amounts for each tier have been set at the following rates for FY24:

Tier One - Low/Infrequent Use
\$17.50

Tier Two - Routine Use
\$35.00

Tier Three - High Use
\$63.00

Note: These are maximum amounts, the amounts reimbursed can be less based on actual usage and fees paid.

Payment Tier definitions:

Tier 1 - Low/Infrequent Use - Employee serves in on-call capacity on occasion

Tier 2 - Routine Use - Employee is expected to be available throughout the work day, either at a fixed workstation or remote locations. Employee uses mobile technology for both voice and data (i.e., email) interactions

Tier 3 - High Use - Employee travels frequently or is otherwise away from a university workstation and utilizes mobile technology as a primary means of conducting university business

All mobile technology reimbursements are processed by departments. There is no central processing of mobile technology reimbursements. Departments will need to have the processing complete on these forms prior to issuing the July reimbursement payments.

Here is a link to the departmentally processed electronic form:

<https://forms.uoregon.edu/form/launch/mobile-technology-access-and-payment-option-request-departmentally-processed>

The electronic form is designed to allow completion online and routes the form for approvals utilizing email. The form will retain history of all approvals and if any change takes place, the form will be rerouted for approval by all parties. This form will require four signatures with email information: One for the employee receiving the reimbursement, two for the authorizing signatures, and one for the Department Processor. Once the employee and two authorizing signatures are completed, this form is routed back to the Department Processor. The processor will receive an email from the forms site letting them know a completed form is awaiting their attention.

Diane Carl
Accounts Payable Manager
Business Affairs
PH: 541-346-4235
dicarl@uoregon.edu

