IDAHO STATE DEPARTMENT OF AGRICULTURE	
APPROVED BY:	
ORIGINAL EFFECTIVE DATE: January 1, 2003	REVISION DATE: September 30, 2004
TITLE: Employee Cell Phone Policy	

I. Purpose

The Idaho State Department of Agriculture (ISDA) will no longer maintain individual cell phone accounts and cell phone equipment for staff. In lieu of maintaining individual accounts and equipment, ISDA will provide a monthly cell phone allowance for those employees identified by ISDA management as requiring a cell as a business need. Any exceptions must be approved by the Director.

ISDA will also have "check-out" cell phones available for those employees that need cell phones but do not qualify for the allowance program.

II. Procedure

A. Allowance

1. The cell phone allowance will be a monthly allowance set by the Director. Employees granted a "cell phone allowance" are required to provide written approval to Fiscal before the monthly reimbursement will be provided.

2. Employees with a cell phone allowance will be responsible for the following costs regarding any cell phone plan they choose:
   a. All equipment expenses
   b. All plan costs, including airtime in excess of plan allotment unless approved by division administrator
   c. All incidental charges relating to the plan they choose

3. ISDA will only be responsible for the approved phone allowance and deactivation fees if terminated or upon administrator's approval. All other charges the employee incurs will be his/her responsibility.

B. Reimbursement

1. Employees who are identified to receive an allowance will be able to collect their reimbursement utilizing their P-Card reconciliation process or a travel reimbursement request.

2. Enclose a copy of the summary billing from the monthly cell phone bill for verification that the employee had service during the period. Attach the copy of the summary billing statement to the monthly P-Card billing statement or a travel reimbursement request. If the monthly statement amount is greater than the allowed monthly allowance, attach a personal check payable to the Department for the difference.

3. Failure to provide specific documentation may result in the reimbursement being denied.

4. Excess charges that are specifically related to business calls can be reimbursed above the monthly allowance amount with approval from the Director or Deputy Director. These charges must be documented and included in your reimbursement request.

5. Reimbursement for personal or business cell phone calls while in travel status must be approved by your supervisor and adequate supporting documentation must be provided for reimbursement. Employees are allowed one personal call for no more than ten minutes each day while in travel status.