

Murray State University
Cellular Services Stipend Authorization Form

Rev. 05/2019

Use this form to provide information to document the eligibility requirements for requesting a cell phone stipend for the business cost of the cell phone.

Employee Name:

Position #:

Position Title:

Employee ID: M

Cell Phone No. (____)____-_____

Department:

Department Head:

IRS Notice 2011-72 states that when an employer provides an employee with a cell phone/stipend primarily for NONCOMPENSATORY business reasons, the business and personal use of the cell phone is generally nontaxable to the employee.

Eligibility Requirements (check all that apply):

The employer needs to contact the employee at all times for work-related emergencies

The employer requires the employee be available to handle University business at times when the employee is away from the office

The employee needs to handle University business located in other time zones at times outside of the employee's normal workday

This request is for (Please check one)

Voice Service - \$30.00/ month **max**

Voice and Data Service \$64.00/month max

Other Amount Requested

*Only required for study
abroad program requests