Mobile Equipment/Services and or Internet Services
College-Level Employee Stipend Approval

Attach this form to the HRFE transaction initiated for a mobile communication/internet employee stipend. The signature on this form certifies that the requested stipend meets the requirements listed in Campus Administrative Manual (CAM) policy VII-C-6, Purchase and Reimbursement of Expenses for Mobile Communications Equipment and Related Service Plans.

Name of Unit: ____________________________________________

1-Digit Campus Code: ___ 6-Digit Org Code: _______

Unit Contact Name: _______________________________ E-Mail: _______________________

Approval for: ________________________________________ UIN: _______________

Employee Name

The signature below certifies the employee meets both of the following conditions:

1. The employee works in one of the following areas:
   - Advancement
   - Information Technology
   - Public Safety
   Or is a:
   - Faculty member who travels frequently on University business

2. The employee's job requires the use of mobile communications equipment and/or data or Internet service plans.

If the employee's job does not meet the conditions above, submit a Stipend or Purchase Exception Request instead of this form.

This stipend is for (check all that apply):

☐ Mobile device service plan
☐ Data plan
☐ Home Internet service

Total authorized stipend amount: $ ____________  Dollar amount cannot exceed annual maximums allowed in the mobile communications policy.

For the purchase of shared equipment, once approved, work with Urbana Purchasing, at urbanapurchasing@uillinois.edu.

Approval of
College-Level
Chief Executive: ______________________________

Printed ________________________ Signature ________________________

Date: ____________________________

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