Use this form to request approval for employees that are exceptions to the qualifications and requirements as defined in the Campus Administrative Manual (CAM) policy VII-C-5, Purchase and Reimbursement of Expenses for Mobile Communications Equipment and Related Service Plans, to defray mobile communication expenses and/or to provide mobile communication products or services for an employee:
- To defray mobile communication expenses
- To provide mobile communication products or services for an employee

Step 1 - Unit Completes

Name of Unit Requesting Exception: ________________________________
Campus Address: ___________________________ Mail Code: ___ Phone: ________________
Unit Contact Name: _________________________ E-Mail: _______________________

Who will receive this exception?

Employee Name: ________________________________ UIN: _______________________
Job Title: ________________________________

Specify Exception Type (select only one of the three shaded options):

- [ ] Taxable Stipend -- Defray an employee's mobile communication and/or Internet service expenses. Dollar amounts cannot exceed annual maximum allowed in the mobile communications policy.
  
  Mobile communications device and/or device service plan: $_________/year
  
  Internet services: $_________/year
  
  Total annual stipend: $_________/year

Provide detailed explanation and justification of need for stipend:

- [ ] Purchase -- Provide mobile communication products or services for an employee (direct pay from University funds).

  Purchases will rarely be approved. Units are required to document for each employee that the University equipment is provided primarily for University business purposes.

  Provide detailed description of products/services, including cost estimates, and justification:
Provide detailed description of products/services, including cost estimates, and justification:

Step 2 - Dean or Vice Chancellor

Printed Name:

Signature  Title  Date

Print Form, obtain signature of Dean or Vice Chancellor and send to provostbudget@illinois.edu.

Step 3 - Provost/Chancellor Approval

☐ I approve this exception.
☐ I do NOT approve this exception.

Comments:

Signature  Title  Date

Step 4 - Unit Proceeds with Actions Approved in the Request

If you requested:

- A taxable stipend, initiate HR Front End request, and attach this Exception Request.
- A purchase, contact Urbana Purchasing, urbanapurchasing@uillinois.edu, who will facilitate the purchase of equipment or services.
- Other, proceed with the proposed actions approved in this Exception Request, in compliance with campus policy and procedure.