



Mobile Phone / Internet Allowance Request

This form should be used in compliance with the Electronic Devices/Services Policy and must be completed and signed by both the employee and the supervisor/manager.

The request may be for a mobile phone allowance only, an internet service allowance only, or both. Each allowance is \$50 per month. Maximum of \$100 per month per employee.

Employee Name: _____ Job Title: _____

Department/Location: _____

Requesting allowance for: Mobile phone Internet service

Mobile Phone Number: _____ Allowance Start Date: _____ End Date _____

Allowance Amount: \$50 per month \$100 per month

Mobile phone and/or home internet service allowance is justified for these reasons (mark all that apply):

It is vital for the employee to be in frequent contact with the office, lab or research facility.

The employee does not have access to a business landline or other communication device.

This employee is a remote employee who works offsite on a full-time basis.

This employee's job duties are critical to the operation of PAVIR and immediate response is needed.

This employee's job requires the employee to be mobile with direct office contact.

Other (describe) _____

Employee Certification:

I have read and I understand PAVIR's Electronic Devices/Services Policy. I understand that allowance(s) is/are taxable and I certify that the allowance(s) will be used to cover my own mobile phone and/or home internet service expenses for business use.

Employee Signature

Date

Supervisor/Manager Certification:

I have read and will comply with the PAVIR Electronic Devices/Services Policy. I certify that the job duties of the employee require the use of the employee's mobile and/or home internet service for business use.

Supervisor/Manager Signature

Date

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PAVIR Account to which Allowance(s) should be Charged

Instructions:

Supervisor/Manager should retain a copy of the signed form and forward a signed copy to Payroll@pavir.org, or mail it to PAVIR, PO Box V-38, Palo Alto, CA 94304-0038.