



# Standard Administrative Procedure (SAP)

## 25.99.09.L0.01 Communication Allowance Program

**First Approved:** June 10, 2011  
**Revised:** June 25, 2014  
November 9, 2017  
**Next Scheduled Review:** November 9, 2022

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### Procedure Statement and Reason for Procedure

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The purpose of this SAP is to establish procedures for payment of **cell phone stipends** (definition provided below) to employees of Texas A&M International University (TAMIU).

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### Procedures and Responsibilities

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TAMIU has elected **not** to provide TAMIU-owned communication devices with the exception of data-only (no voice service) devices in the Office of Information Technology (OIT) and the Office of Public Relations, Marketing and Information Services (PRMIS). Given the specific nature of these devices, they will remain property of TAMIU, and the employees with these devices are not eligible for a cell phone stipend.

The cell phone stipend is intended to assist with the payment of a personal cell phone bill for those employees whose jobs routinely require them to be available outside of regular business hours and/or whose jobs take them off-campus on a fairly regular basis. The cell phone stipend is not intended to cover the full cost of an employee's personal cell phone plan, as it is unreasonable to expect that the employee is using the cell phone solely for TAMIU business. Rather, the cell phone stipend is intended to be a supplement to cover a reasonable percentage of the employee's monthly bill. TAMIU does not provide an allowance for the purchase of cell phones or any other communication device.

Cell phone stipends in the amount of \$50 are available for employees meeting the above criteria with a plan providing a minimum of voice and **data service** (definition provided below). Employees at the associate dean level and above (associate dean, dean, associate vice president, vice president, and president) are not eligible for stipends, however, if it is determined that an employee's job responsibilities require the use of a cell phone to effectively perform his/her duties, with written approval of the President, such a stipend may be paid.

Department heads are responsible for determining which positions require the use of personal communication devices and, therefore, qualify for the Communication Allowance Program. Granting a communication allowance to an employee must be directly linked to the employee's job duties and responsibilities.

Copies of the approval form used to process the communication allowance will be retained in the Office of Budget, Payroll, and Fiscal Analysis.

On an annual basis, each dean/supervisor will be sent a form listing those employees currently receiving cell phone stipends with fields to complete to either justify continuation or elimination of the stipend. This form will be sent by the Division of Finance and Administration.

Business calls for employees receiving a cell phone stipend are not reimbursable. Additionally, except as provided for in the travel policy, TAMIU will not reimburse employees for business calls made on a personal cell phone. Employees are encouraged to conduct business using a TAMIU office phone to avoid charges.

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## Related Statutes, Policies, Regulations, or Rules

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[System Regulation 25.99.09, Communication Allowances](#)

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## Definitions

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**cell phone stipend** – a monthly salary supplement for the operation of a communication device, also known as communication allowance and monthly cellular communication service allowance.

**data service** – text and/or e-mail. In addition to voice or phone service, data service is required for participation in the Communication Allowance Program at TAMIU.

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## Contact Office

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