

**Communication Device Allowance Request  
The University of Texas at Austin**

Departments must retain this document and associated approvals.

**Name of Employee:** \_\_\_\_\_ **UT EID:** \_\_\_\_\_

**Employee's Title:** \_\_\_\_\_

**Communication Devices Requested** (Describe the typical usage scenario.):

Cell Phone: \_\_\_\_\_

Personal Digital Assistant (Blackberry, two-way pager, etc.): \_\_\_\_\_

**Device Acquisition Method** (Please select one of the two methods available):

**University acquired and owned** (University-funded plan for business purposes only)

Funding Source:

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

**Employee acquired and owned** (taxable compensation options)

**\$100 Communication Device Allowance** (once every three years)

Date: \_\_\_\_\_

Amount\*\*: \$100 (See the table below.)

Funding Source (Please also input at [https://utdirect.utexas.edu/payroll/cda/cda\\_monthly.WBX](https://utdirect.utexas.edu/payroll/cda/cda_monthly.WBX)):

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

**Monthly Communication Service Allowance** (Taxable allowance may be cancelled at any time by the department)

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Monthly Amount\*\*: \_\_\_\_\_ (See the table below.)

Funding Source:

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_ %

**Signature of immediate Supervisor:** \_\_\_\_\_ (Document may be approved via an attached email.)

**Signature of Department Chair/Director:** \_\_\_\_\_ (Document may be approved via an attached email.)

**Date of Approval:** \_\_\_\_\_

<b>**Communication Device Rate Table</b>	
<b><u>Acquisitions</u></b>	<b><u>Monthly Communication Service</u></b>
\$100	(Select one.)
	\$30
	\$60
	\$90