

# Cell Phone Reimbursements

# Request Reimbursement Approval

- Complete request at [https://uada.formstack.com/forms/cellular communication](https://uada.formstack.com/forms/cellular_communication)
- Only one request needed per fiscal year
- Reimbursement Amount Requested (per month) should not exceed the lesser of \$50 or the actual monthly cell phone bill
- Period of Reimbursement should be 12, unless requesting for special circumstances

Reimbursement Amount Requested (per month) \*

\$ 50.00

Period of Reimbursement \*

12 months

**Note: Maximum of 12 months ending 6/30 of each fiscal year.**

Total Reimbursement for Fiscal Year

\$ 600.00

# Request Reimbursement Approval

- Submitting the form will send an email to the manager for approval.
- Managers should “reply all” to send approval back to the requester and the accounts payable email.
- Requesters will need to attach the manager’s approval email to each month’s expense report.

# Monthly Expense Report

- Must be submitted within 5 working days of the end of the month. Late expense reports will be denied.
- In Workday “Create Expense Report”
- For the first expense report, select Create New Expense Report

Create Expense Report


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▼ Expense Report Information

Expense Report For \*

Employee: Jeffie L Thomas

Creation Options \*

- Create New Expense Report 
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

..

# Monthly Expense Report

- In the memo field, add the month and year of the request and “cell phone reimbursement”
- Enter the last day of the month as the Expense Report Date
- Select “Official Business” as the Business Purpose.

Memo \*

July 2021 cell phone reimbursement

Company \*

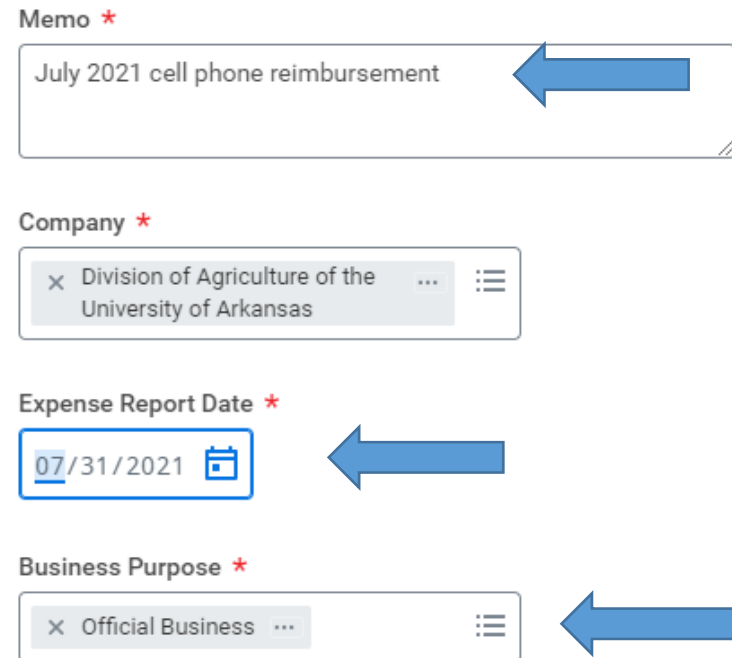
Division of Agriculture of the University of Arkansas

Expense Report Date \*

07/31/2021

Business Purpose \*

Official Business



# Monthly Expense Report

- Add a driving worktag.
- Ensure appropriate Cost Center, and Additional Worktags default
- Select “OK”

Designated

Grant

Program

Project

Agency

# Monthly Expense Report

- “Add” an Expense Line.
- Attach manager’s approval email of the reimbursement request.
- Please attach as a PDF file.

Header   Attachments   **Expense Lines**

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**Add** ←


Expense Line

Drop files here

or

Select files







Expense Line

 Thomas cell phone approval 2021.pdf  
✓ Successfully Uploaded!

Comment

# Monthly Expense Report

- Enter current date, or the last day of the month requested
- Enter “Mobile Phone” as the Expense Item
- Enter the approved monthly amount as the Per Unit Amount.
- Any additional notes and comments can be added to the memo field. A memo is not required here.

Date	*	07/31/2021 	
Expense Item	*	<input type="text" value="X Mobile Phone ..."/>	
Quantity	*	<input type="text" value="1"/>	
Per Unit Amount	*	<input type="text" value="50.00"/>	
Total Amount	*	<input type="text" value="50.00"/>	
Currency	*	<input type="text" value="X USD ..."/> 	
Memo		<input type="text"/>	



# Monthly Expense Report

- Enter a business reason. This can be a condensed justification for the reimbursement (ex. employee is the emergency contact for the station)
- Do NOT add an itemization, unless you are splitting the reimbursement across multiple funding sources.
- Click “Done”
- Click “Submit”

## Item Details

Business Reason \*

## Itemization

Remaining Amount to Itemize 50.00/50.00 USD

Add

Receipt Included

# Monthly Expense Report - Copy

- After the initial expense report is submitted, it can be copied for subsequent months.
- In Workday, “Create Expense Report”
- Select “Copy Previous Expense Report” and select the previous month from the drop down menu.

## Create Expense Report

### Expense Report Information

Expense Report For \*

Employee: Jeffie L Thomas

Creation Options \*

Create New Expense Report

Copy Previous Expense Report

× ER-0000019744 (Date: 06/28/2021 Amount: 50.00 Payee: Jeffie L Thomas Memo: July 2021 cell phone reimbursement)

Create New Expense Report from Spend Authorization

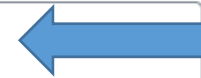


# Monthly Expense Report - Copy

- Update the memo field with the current month.
- Enter the last day of the month as the Expense Report Date

Memo \*

August 2021 cell phone reimbursement



Company \*

x Division of Agriculture of the University of Arkansas ...

Expense Report Date \*

08/31/2021



Business Purpose \*

x Official Business ...

# Monthly Expense Report - Copy

- Add a driving worktag.
- Ensure appropriate Cost Center, and Additional Worktags default
- Select “OK”

Designated

Grant

Program

Project

Agency

# Monthly Expense Report - Copy

- Attach manager's approval email of the reimbursement request.
- Please attach as a PDF file.

Expense Line

Drop files here

or

Select files

Expense Line







Thomas cell phone approval 2021.pdf

✓ Successfully Uploaded!

Comment

# Monthly Expense Report - Copy

- Enter current date, or the last day of the month requested
- All other information will default.\*\*
- Click “Submit”
  
- \*\*Itemizations must be entered each month. They do not copy.

Date	*	08/31/2021 	
Expense Item	*	<input type="text" value="X Mobile Phone ..."/>	
Quantity	*	<input type="text" value="1"/>	
Per Unit Amount	*	<input type="text" value="50.00"/>	
Total Amount	*	<input type="text" value="50.00"/>	
Currency	*	<input type="text" value="X USD ..."/>	
Memo		<input type="text"/>	