

CELLULAR PHONE USAGE FORM

Complete this portion if all use of the phone is for university business purposes only.

As the sole user of the cellular telephone for which I am requesting reimbursement of business use expenses from the University System of Maryland Foundation, Inc., I certify that my use of the telephone equipment for the period from _____ to _____ was for university business use only. I further understand that this telephone may not be used for personal use, as then I must account for that use and be responsible for the payment of any costs associated with that usage.

Complete this portion if use of the phone is for university business and other purposes.

As the sole user of the cellular telephone for which I am requesting reimbursement of business use expenses from the University System of Maryland Foundation, Inc., I certify that _____% of my use of the telephone for the period from _____ to _____ was for university business. I understand that I will be reimbursed only for the pro-rata amount relating to that business use.

Signature: _____

Date: _____

Name: _____

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