**Appendix B – Sample Template Mobile Phone Stipend Justification Form**

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| **Name of supervisor submitting request:** |  | |
| **Harvard phone number of supervisor submitting request:** |  | |
| **Harvard email address of supervisor submitting request** |  | |
| **Name of staff member:** |  | |
| **Job title of staff member:** |  | |
| **School/Unit** |  | |
| **Coding to charge stipend (object code must be 8510)** |  | |
| **Reason staff member requires mobile phone stipend (check all that apply):** | | |
| 1. 24/7 access employees: day to day job responsibilities require routine response to **urgent (immediate action required)** University business at any time of the day or night – e.g., addressing student/lab safety issues, answering media requests, handling on-call server operations, etc. | |  |
| 1. Mobile employees: job requires routine field work and need to communicate real time with office to give or receive direction – e.g., property assistants, IT field techs. | |  |
| 1. Frequent travelers (defined as at least 30 travel days per year). | |  |
| 1. Other business cases proposed and justified by direct supervisor and approved by Ad Dean (or EVP in the case of Central Administration); must meet at least ONE of the following criteria: | |  |
| * 1. Role requires staff member to routinely respond to urgent (immediate action required) University business while staff member is away from the office; supervisor must explain business necessity. | |  |
| * 1. Role requires staff member to be routinely available while in remote locations, supervisor must explain business necessity. | |  |
| * 1. Other business case; supervisor must explain business necessity. | |  |
| ***I certify that this request is in compliance with the Harvard University Mobile Phone Policy:*** | | |
| **Signature of supervisor submitting request:** |  | |
| **Signature of Administrative Dean/EVP:** |  | |