

Campus Services Mobile Phone Stipend Justification Form

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):	
<p>A. <u>24/7 access employees:</u> 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.</p>	
<p>B. <u>Mobile employees:</u> 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.</p>	
<p>C. <u>Frequent travelers</u> (defined as at least 30 travel days per year).</p>	
<p>D. <u>Other business cases</u> 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:</p>	
<p>a. 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.</p>	
<p>b. Role requires staff member to be routinely available while in remote locations, supervisor must explain business necessity.</p>	
<p>c. Other business case; supervisor must explain business necessity.</p>	
<i>I certify that this request is in compliance with the Harvard University Mobile Phone Policy:</i>	
Signature of supervisor submitting request:	
Signature of Administrative Dean/EVP:	