

**To:** Indiana Department of Workforce Development Employees

**From:** Indiana Department of Workforce Development (DWD)

**Date:** October 28, 2024

**Subject:** DWD Policy 2020-11, Change 3  
Cell Phone Reimbursement for DWD Employees

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## Purpose

The purpose of this policy is to define the eligibility requirements, approval, and reimbursement processes for DWD employees receiving partial cell phone reimbursement.

## Change 3 Summary

This guidance has been updated to align with the State Comptroller’s non-travel employee reimbursement process.

## Rescission

DWD Policy 2020-11, Change 2 *Interim Cell Phone and Internet Reimbursement for DWD Employees Policy*

## References

- 2 CFR 200.216
- 2 CFR 200.471
- Indiana State Comptroller, *2024 Non-Travel Employee Reimbursement Guide*<sup>1</sup>
- State of Indiana Office of Technology, *Information Resources Use Agreement (IRUA)*<sup>2</sup>

## Content

DWD employees may need cell phones to perform their job duties when traveling, working remotely, or meeting other business needs. To defray a portion of the expenses related to cell phone services, DWD may provide a state issued cell phone or the employee may opt to utilize their personal mobile device for work-related purposes and receive a reimbursement of up to \$40.00 per month. Employees that are eligible for a reimbursement for work-related use of their personal phone will have **up to 60 days** to seek reimbursement from when payment is due (due date of bill).

**NOTE: Internal Revenue Service Publication 463: *Travel, Entertainment, Gift, and Car Expenses* requires an “accountable plan” (not taxable) travel reimbursement. The employee must “account for**

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<sup>1</sup> The guide is available for download at [PeopleSoft Financials Training Documentation: Travel & Expense](#).

<sup>2</sup> [https://www.in.gov/iot/files/The\\_Information\\_Resources\\_Use\\_Agreement\\_.pdf](https://www.in.gov/iot/files/The_Information_Resources_Use_Agreement_.pdf).

**expenses within 60 days after they were paid or incurred.” Thus, an expense report must be submitted to the Office of State Comptroller for reimbursement within this time period.**

This policy does not constitute a right or an entitlement to a state issued cell phone and/or reimbursement for cell phone services. DWD reserves the right to withdraw authorization for a state issued cell phone and/or to discontinue reimbursements for personal cell phones at any time and for any reason.

### **Authorization**

An employee must have prior approval from their formal supervisor on the **Indiana Department of Workforce Development Cell Phone Reimbursement Authorization Form**<sup>3</sup> to be authorized for the personal cell phone reimbursement. Qualifying justification for approval exists if there is a DWD defined business need as determined by the employee’s formal supervisor or DWD leadership, if travel is a regular part of the employee’s job duties, and/or if an employee is working remotely on a regularly scheduled basis.

### **Cell Phone**

A cell phone is a portable communications device that allows the user to make/receive phone calls, send/receive text messages, and access the internet. Employees using a state issued or personal cell phone for work purposes shall:

- Provide the cell phone number (personal or state) to others for work purposes.
- Understand the device must be used for work such as work-related emails, text messages, and calls, with the exceptions of a personal cell phone when the employee is not scheduled to work.
- Ensure the device is locked to prevent unauthorized access when not in use.
- Understand that the Indiana Office of Technology (IOT) does not support personal cell phone devices (not owned by the State) and that it is the employee’s responsibility to make sure the device functions properly for work purposes.
- Adhere to the Information Resources Use Agreement (IRUA).
- Ensure that their personal device includes all necessary applications for safeguarding information.

### **Reimbursement Process**

- Employee obtains authorization for reimbursement from their formal supervisor by completing the **Indiana Department of Workforce Development Cell Phone Reimbursement Authorization Form**.<sup>4</sup>
  - The form can be electronically signed.
  - This form requires both employee and formal supervisor signature.
- Complete the PeopleSoft Expense Report<sup>5</sup> and attach a copy of your monthly billing statement within 60 days of the due date to the Expense Report.

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<sup>3</sup> Attachment A.

<sup>4</sup> Attachment A.

<sup>5</sup> Please refer to the *2024 Non-Travel Employee Reimbursement Guide* for additional guidance.

## Action

All DWD staff must familiarize themselves with this guidance. Managers should ensure that their direct reports are aware of and understand this policy.

## Effective Date

Immediately.

## Ending Date

Upon rescission.

## Attachments

**Attachment A** – Indiana Department of Workforce Development Cell Phone Reimbursement Authorization Form

## Additional Information

Questions regarding the content of this publication should be directed to [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

**Attachment A**  
**Indiana Department of Workforce Development Cell Phone Reimbursement**



Employee Name: \_\_\_\_\_

I would like to participate in the Cell Phone Reimbursement for DWD Employees Yes  No

**Before you can request reimbursement for your personal cell phone, you will need to return any State Issued cell phone and/or accessories to Management Services.**

Employee Signature: \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_