



## MRU Employees **BYOD** Reimbursement Request

For positions where the responsibilities would occasionally require the individual to be reached immediately during the day, after hours or they are providing after hour service/support. Upon approval from the Senior Budget Manager, MRU will pay a no more than a \$55 reimbursement to the individual for their personal device.

**Note:** The reimbursement will be issued by Payroll included with staff member's pay. This is a taxable benefit. For further information please check the FAQ's.

<b>Name:</b>	
<b>MRU Employee Number:</b>	
<b>Position Title:</b>	
<b>Department:</b>	
<b>Local:</b>	
<b>Effective Date: (mm/dd/yyyy):</b>	

**Please Note:** This is your device and you are responsible to activate the appropriate travel plan with your mobile provider prior to traveling to minimize the expenses incurred.

<b>Senior Budget Manager</b> (Print Name)	
<b>Senior Budget Manager</b> (Sign Name)	

**Once authorized by Senior Budget Manager,  
please forward by Office Mail to Payroll.**

**Payroll Use:**