



## MRU Employees **BYOD** Reimbursement Request

Employees who are required to use a personal smartphone for work are eligible for a \$15 / \$35 / \$55 monthly stipend upon approval from a senior budget officer. This applies to employees who from time to time are required to be immediately reachable during the day or after hours, or who are providing after hours service/support. With approval from the senior budget manager, MRU will pay \$15 / \$35 / \$55 monthly reimbursement to the individual for using their personal device.

**Note:** The reimbursement will be included with the employee’s pay. This is a taxable benefit. For further information please check the [FAQs](#).

<b>Name:</b>			
<b>MRU Employee Number:</b>			
<b>Position Title:</b>			
<b>Department:</b>			
<b>Local or other contact phone number:</b>			
<b>Effective Date</b> ( <i>mm/dd/yyyy</i> ):			
<b>Reimbursement:</b>	\$15.00 /month	\$35.00 / month	\$55.00 / month

**Please Note:** *The employee is responsible for activating the appropriate travel plan with the mobile provider before travelling to minimize the expenses incurred.*

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

**Once authorized by the senior budget manager, please forward this form by inter-office mail to Payroll, or contact Payroll to discuss options for sharing the completed form.**

**Payroll Use:**