

PERSONAL DEVICE REIMBURSEMENT

This information is required by a user who has been requested to use their personal smartphone for University of Winnipeg business and be reimbursed up to \$50.00 per month. This is at the discretion of the Supervisor/Manager/Director/Chair, and the University of Winnipeg will not reimburse the user more than the actual charges incurred. Please refer to the University of Winnipeg's Guidelines for Smartphone Use for further details.

By signing the form below, you acknowledge that the University of Winnipeg is not responsible for any damages, extra charges, possible viruses that may occur, etc. and includes roaming charges resulting from travel for University of Winnipeg business. Further, the user acknowledges that they have a secure passcode to lock their device to protect any University of Winnipeg information on the device.

The user is fully responsible for everything in connection with this device.

Submit form to Servicedesk@uwinnipeg.ca when completed. Contact Accounts Payable for procedure of processing reimbursement.

The University of Winnipeg can terminate this agreement with the user at any time.

REQUEST TO USE PERSONAL DEVICE FOR REIMBURSEMENT		
Name of User	Department	Date
Type of Device		
Vendor	Cell Number	
Amount to be Reimbursed		

User's Signature: _____

Date: _____

Supervisor/Manager/Director/Chair: _____

Date: _____