

PERSONAL DEVICE REIMBURSEMENT

(Please Note: the following is subject to change)

Departments can reimburse an employee who qualifies for a University provided cellphone/smartphone for the use of their personal cellphone/smartphone for University of Winnipeg business up to \$50.00 per month (subject to change). This is at the discretion of the Supervisor/Manager/Director/Chair. 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 via email to servicedesk@uwinnipeg.ca when completed. Please contact Accounts Payable for the procedure of processing the reimbursement.

The University of Winnipeg can terminate this agreement with the user at any time and is subject to change.

REQUEST TO USE PERSONAL DEVICE FOR REIMBURSEMENT

<i>Name of User:</i>	<i>Date:</i>
<i>Type of Device:</i>	<i>Department:</i>
<i>Vendor:</i>	<i>Office Phone Number:</i>
<i>Amount to be Reimbursed:</i>	<i>Cell Phone Number:</i>

User's Signature: _____

Date: _____

Supervisor/Manager/Director/Chair: _____

Date: _____