

# SterlingRisk Cell Phone Reimbursement Policy

The Company provides a credit to Mobile Device users, who have **manager approval** that will not exceed \$115.00. **This is for a single line service that is used by the Mobile Device user for legitimate work related cell phone usage.** All requests for reimbursement should continue to be made through Concur and requires your cell phone bill/invoice to be attached in the system; full detail page must be included.

You will be reimbursed up to the maximum amount with the documentation to support the usage. Example: If you current monthly bill/invoice is \$50.00 you will be reimbursed \$50.00, not \$115.00. If your current bill/invoice is \$110.00 your will be reimbursed \$110.00, not \$115.00, etc. The company will not reimburse for phones with multi lines associated with your cell phone number. **The Company will pay only for your line and your usage.**

**The company will not reimburse for the cost of the physical mobile device,** only for work related cell phone usage. Since many cell phone providers now have this included in on the monthly invoice (installment plan), it is important that you do not submit the cost of your phone.