

# FAS MOBILE PHONE/STIPEND APPROVAL FORM

*Before creating an Additional Payment in Aurora, this Mobile Phone Request Form must be approved by the FAS Administrative and Finance Dean's Office. Submit the form via email to [adminops@fas.harvard.edu](mailto:adminops@fas.harvard.edu).*

Department/Center/Business unit:													
Name & HUID of staff member:													
Job title of staff member:													
Employee Status:	New Employee      Current Employee												
Name & Harvard email address of supervisor submitting request:	Name: Email:												
Harvard phone number of supervisor submitting request:													
Supervisor Approves:	Harvard owned phone      Pay Period Amount: \$23.07												
Departmental coding to charge stipend (object code must be 8510, cannot be charged to federal sponsored funds)	<table style="margin: auto; border: none;"> <tr> <td style="text-align: center;">---</td> <td style="text-align: center;">---</td> <td style="text-align: center;">8510</td> <td style="text-align: center;">---</td> <td style="text-align: center;">---</td> <td style="text-align: center;">---</td> </tr> <tr> <td style="text-align: center;">Tub</td> <td style="text-align: center;">Org</td> <td style="text-align: center;">Fund</td> <td style="text-align: center;">Activity</td> <td style="text-align: center;">Sub-Act</td> <td style="text-align: center;">Root</td> </tr> </table>	---	---	8510	---	---	---	Tub	Org	Fund	Activity	Sub-Act	Root
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Tub	Org	Fund	Activity	Sub-Act	Root								
<b>*Please attach a separate sheet with the employee's job description and/or an explanation of business necessity.*</b>													
<b>Reason staff member requires mobile phone or stipend (check all that apply) and forward for approval by the FAS Administration &amp; Finance Dean's Office. Please submit the form via email to <a href="mailto:adminops@fas.harvard.edu">adminops@fas.harvard.edu</a>:</b>													
<p><b>A. <u>24/7 access employees:</u></b> day to day job responsibilities require routine response to <b>urgent (immediate action required)</b> University business at any time of the day or night – e.g., addressing student/lab safety issues, answering media requests, handling on-call server operations, etc.</p>													
<p><b>B. <u>Mobile employees:</u></b> job requires routine field work and need to communicate real time with office to give or receive direction – e.g., property assistants, IT field techs.</p>													
<p><b>C. <u>Frequent travelers</u></b> (defined as at least 30 travel days per year).</p>													
<p><b>D. <u>Other business cases</u></b> proposed and justified by direct supervisor; must meet at least ONE of the following criteria:</p>													
<p>a. Role requires staff member to routinely respond to urgent (immediate action required) University business while staff member is away from the office; supervisor must explain business necessity.</p>													
<p>b. Role requires staff member to be routinely available while in remote locations, supervisor must explain business necessity.</p>													
<p>c. Other business case; supervisor must explain business necessity. <b>(e.g. grandfathered employee transitioning to BYOP)</b></p>													
<b><i>I certify that this request is in compliance with the Harvard University Mobile Phone Policy:</i></b>													
Signature of Supervisor & Date:													
Signature of Department Administrator submitting request & Date:													
Signature of FAS Dean for Administration & Finance/Date:													