

**DA INSPECTOR**

**CELLULAR PHONE REIMBURSEMENT FORM**

Cell Phone Reimbursement – Article 18.5

To be in compliance with the tax laws, for employees who are required to conduct County business on a Cellular Phone or Wireless Personal Digital Assistant Device (PDA), the County and the District Attorney Inspectors Unit has agreed to a monthly stipend of \$85 per month.

Inspectors must be available to answer the cell phone when the department phones them, and are required to provide their supervisors with the number.

Employees will be responsible for any and all cost for securing their phones, and for all additional costs of phone usage beyond the \$85 monthly reimbursement. Employees are responsible for maintaining cell phone services, and will be wholly and individually responsible for personal use of the employee-owned cell phone.

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Employee Signature

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Date

District Attorney Representative certifies that the employee is eligible for the cell phone reimbursement, employee has returned the County cell phone, and employee shall not receive duplicate reimbursement in any form for cell phone compensation.

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Department Representative

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Date

CC: Information Services – Telecommunications

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