



Mobile Phones Reimbursement

Rationale

A directive must exist that ensures SAMU employees are adequately compensated for business communication over personal mobile phones.

Definitions

SAMU's **fiscal quarters** are January-March, April-June, July-September, and October-December.

Regulations

1 Employees whose jobs require them to use mobile phones for SAMU business use their personal mobile phones for business use and are provided a reimbursement .

1.1 The General Manager receives a mobile phone reimbursement as per contract.

1.2 Full time employees whose job requires them to use a mobile phone for SAMU business may receive a mobile phone reimbursement of either \$25.00 or \$45.00 per month according to need and as determined by the General Manager.

1.3 Eligible employees will receive their reimbursement at the conclusion of each fiscal quarter.

1.4 Employees receiving a reimbursement must have a phone number that, if called, doesn't incur a charge and their mobile phone number included on the internal contact list.



Fact Sheet

Approvals:

First Approval – February 12, 2024
Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

February 12, 2024: *Mobile Phones Reimbursement* Directive approved by Directives Group motion 2024-02-12-10. Source material taken from *Mobile Phones Reimbursement* Procedure.

Related Documents and Forms: