

HOUSTON COMMUNITY COLLEGE FOUNDATION

MOBILE PHONE REIMBURSEMENT POLICY

To effectively serve and be responsive to the needs of our prospective donors, donors, and Houston Community College Foundation (HCCF) board members, HCCF will reimburse HCC full-time employees assigned by HCC to support the HCCF for their mobile phone usage as follows:

1. The mobile phone number **MUST** have an area code within the Houston Area of 713, 281, 346, or 832.
2. The mobile phone number **MUST** be listed by the employee on their business card and on their email signature.
3. The HCCF will pay **up to** \$80 per month which includes **up to** \$50 per month wireless fees plus \$30 per month for phone equipment costs before applicable taxes.
4. The employee will subscribe separately with wireless phone carriers.
5. The employee will submit a copy of their wireless carrier monthly statement (electronically or paper), itemizing wireless charges and equipment charges, for reimbursement through the HCCF.
6. If the employee chooses to use one line for both personal and HCCF use, HCCF will cover up to \$40 per month of the employees' cost or half.
7. This policy is in effect from 9/1/2019 until it is modified by the HCC Foundation Board of Directors.