

TOWN of LANSING

CELL PHONE ALLOWANCE REQUEST FORM

Current Revision Date:	06.23.2025	Resolution/Motion #	25-TBD
Previous Revision Date:	N/A	Resolution/Motion #	N/A

The Town of Lansing has established this cell phone allowance criteria for employees who require a cell phone to fulfill the requirements of their position at the Town and utilize their personal cell phone for Town business.

Name: _____ Work Email: _____

Dept: _____ Position Title: _____ Cell Phone: (____) _____

Request and Justification

- The above employee has been approved to receive a cell phone allowance to be paid through payroll as follows: \$75.00 per month (\$37.50 paid twice per month as a taxable fringe benefit). The justification for this level of cell phone allowance is based on the need of a cell phone for the following official Town business needs:

(check all applicable boxes)

- ☐ Position duties frequently require working offsite and/or outside of the normal office environment, and responsibilities include making critical business decisions requiring immediate attention.
- ☐ Position frequently receives emergency or critical calls outside regular working hours and is expected to return the call and respond to the situation immediately.
- ☐ Employee is designated as essential personnel in the event of an emergency which affects Town infrastructure, public health or safety and subsequently coordinates, directs, and supervises the response and necessary work.
- ☐ In addition to the duties checked above, this position also has responsibilities that require frequent use of a cell phone to access confidential or essential websites and/or programs critical to Town business.
- ☐ Other (describe): _____

- The above employee has been approved to receive a cell phone allowance to be paid through payroll as follows: \$20.00 per month (\$10.00 paid twice per month as a taxable fringe benefit). The justification for this level of cell phone allowance is based on the need of a cell phone for the following official Town business needs:

- ☐ Position responsibilities require frequent use of a cell phone to access confidential or essential websites and/or programs critical to Town business.
- ☐ Position responsibilities include being on-call and available to come to work outside regular working hours in the event of an emergency.
- ☐ Other (describe): _____

By signature below, the employee agrees to abide by the Town of Lansing's Cell Phone Policy as related to the use of a personal cell phone and accepts the responsibilities which justify this allowance.

Employee Signature

Date

Approved by Signature

Title

Date

If at any time the employee is no longer justified for a cell phone allowance under the Town of Lansing's Cell Phone Policy, it is the responsibility of the person approving this allowance to notify the Bookkeeper/Payroll to discontinue the allowance.

This request has been reviewed, meets the criteria as outlined in the Cell Phone Policy and is approved by Human Resources/Payroll.

Bookkeeper Signature

Date

Allowance effective date: _____ Allowance cancellation date: _____