



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

OFFICE OF HUMAN RESOURCES

606 CELL PHONE REIMBURSEMENT

The Diocese of Charleston will reimburse eligible employees whose job duties include the frequent need for a cell phone to cover business-related calls. Employees eligible for this reimbursement include the Victim Assistance Coordinator, General Counsel and Secretariat positions or higher.

The standard biweekly reimbursement will not exceed \$40 per month. Taxes are not withheld from the cell phone reimbursement because it is a repayment of a business expense. No further remuneration is available for cell phone costs incurred by an employee.

Reimbursement Guidelines

Eligible employees have the option to use a diocesan phone through the diocesan phone plan, in which case, no reimbursement will be issued.

Reimbursement may be issued as outlined above if an employee utilizes his or her personal phone and plan. An employee may use a personally owned cell phone for business and personal use, but violation the policies of the diocese or local, state, or federal laws, will result in an immediate discontinuation of cell phone reimbursement.

When employment is terminated, either by an employee or the diocese, all diocesan information must be deleted from the employee's cell phone and any other electronic device that shares information with the cell phone.

Submit for Reimbursement

Please complete the Office of Financial Services Reimbursement Form, located on charlestdiocese.org/finance/resources, and obtain your Department Head's signature to submit with your receipt to Bill.com. You will receive reimbursement via direct deposit.

In accordance with S.C. code § 41-1-110, scstatehouse.gov/code/t41c001.php, this policy is not an express or implied contract of employment.