



Cellular Device Operating Procedure

Approved By: Vice President, Finance and Administration and Applied Research

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Replaces: Version 2021

Corresponding Policy: [Cellular Device Policy](#)

Purpose

To outline the process, eligibility, and reimbursement for the cellular device allowance provided to eligible Cambrian College (“the College”) employees.

Scope

This procedure applies to all Cambrian College employees.

Definitions

Allowance: the amount of monthly reimbursement that the College provides to eligible College employees.

Cellular device: a smart phone or cellular device that connects to a cellular network to transmit voice, text, and data.

Methodology

Allowance Amount and Payment Terms

The maximum monthly cellular device allowance is:

- Deans, Directors, and Senior Team: \$150
- Managers and Chairs: \$100
- Other Eligible Employees: \$70

Eligibility

Employees may be eligible to receive a cellular device allowance if one or more of the following criteria are met.

- a. The employee's duties require use of a cellular device for College business.
- b. The employee's duties require work outside of the office, in remote locations, or off-campus, where consistent communication with the College is essential to ensure effective business operations.

Operating Procedure

1. Eligibility and Authorization

- 1.1. The Dean, Director, or Senior Team member determines employee eligibility in accordance with the [Cellular Device Policy](#).
- 1.2. The approving authority informs the employee of the approved allowance level.
- 1.3. Eligibility must be reviewed and reconfirmed if the employee changes positions or responsibilities.
- 1.4. Eligibility can be subject to review.

2. Reimbursement Process

- 2.1. Eligible employees must submit proof of the expense (e.g., billing statement) either using their Corporate Card or Cheque Voucher Form for each month of reimbursement.
- 2.2. Eligible employees conducting business internationally must submit the Travel Pre-Approval Form to obtain permission to incur roaming charges, as outlined in the [Travel, Meal, and Hospitality Expenses Policy](#) and [Procedure](#).
- 2.3. Approved reimbursements are processed through payroll and appear on the employee's pay statement.
- 2.4. Employees who use a Cambrian corporate card for payment must complete the reconciliation process to validate and allocate the expense to the appropriate departmental budget.

3. Incidental Reimbursements

3.1 Employees who do not typically qualify for a cellular device allowance may be reimbursed for short-term or event-based College-related cellular device use (e.g., recruitment, outreach, or special events).

In these cases:

- a. The College may request supporting documentation that substantiates the use of the cellular device for college business.
- b. The Dean, Director, or Senior Team members must pre-approve the activity and reimbursement.
- c. The employee submits proof of expenses through their Corporate Card or a Cheque Voucher Form.

Supporting Documents

- Cheque Voucher Form
- Corporate Card Procedure
- Travel Pre-Approval Form