



TELEPHONE REIMBURSEMENT

- If you are eligible for a reoccurring cell phone stipend. It will automatically be added to the first pay period of each month.
- To ensure reliable service, Verizon or AT&T plans are preferred but not required.
- You are eligible for a \$200 mobile phone reimbursement once every two years. This is provided to help with the cost of a phone upgrade and/or phone accessories.
- To receive the reimbursement, submit an expense report with a copy of the receipt by using the TELE category and ADMN/0000/0000 for the project/phase/task.

If you have any questions or need assistance submitting the expense report, please reach out to the Accounting Department.

**6200 Vogel Road
Evansville, Indiana 47715**

PHONE: 812.479.6200 • TOLL FREE: 800.423.7411