

Cellular Reimbursement Request

This form is to be completed by those who require a cellular phone for work purposes. A flat reimbursement fee will be paid monthly to those who have been authorized.

If you have an existing phone and need to convert your current Lakehead University cell phone to a personal account, you must complete the TBayTel Transfer of Responsibility Form before submitting the Cellular Reimbursement Request form.

You must also complete an [Electronic Payment Form](#), or have a current one on file, to receive the monthly reimbursement.

Email completed forms to Accounts Payable (acctspayable@lakeheadu.ca). Incomplete forms will be returned.

Employee Information			
Full Name		Employee ID	
Department		Position Title	
Campus		Today's Date	
Employee Signature		Cell Number	

Authorization Information			
Approved For	\$35 Reimbursement \$70 Reimbursement	Is the employee's previous university cell number to be cancelled?	
Reimbursement Effective Date		Budget Code	
Authority Name		Title	
Authority Signature (must be approved at the Dean/Vice-Provost or Admin Director/AVP level. Short-term Acting Authority approvals not permitted.)			

It is the department's/supervisor's responsibility to contact Accounts Payable should the reimbursement payment need to be cancelled or reinstated. If a reimbursement is backdated, please submit a separate cheque requisition form for these months. All reimbursement requests are due by the last day of each month for payments to begin following month. Partial months will not be paid.