

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 a [Direct Deposit Form](#), or have a current one on file in order to receive the monthly reimbursement.

Employee Information			
Name:		Cell Number:	
Department:		Title:	
Office Phone:		Campus:	<input type="checkbox"/> Thunder Bay <input type="checkbox"/> Orillia
Employee Signature:		Request Date:	

Authorization Information			
Departmental Dean or Director may only authorize this request.			
Approved for:	<input type="checkbox"/> \$35 Reimbursement <input type="checkbox"/> \$70 Reimbursement	Is this staff member's previous university cell number to be cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authority Name (printed):		Title:	
Authority Signature:		Date:	
Reimbursement Effective Date:		Budget Code:	