

Reimbursement of mobile / internet charges

Introduction

The University will reimburse reasonable personal mobile and internet charges if there is an extra cost incurred for University business and substantiation of the extra cost is provided.

Please check the usual usage on your plan as in the current circumstances it may be advisable to increase mobile or internet plans for a period of time rather than incur additional charges at a higher rate.

You can claim a reimbursement of any out of pocket expenses following the steps below.

Procedure

1. Submit a reimbursement via the online Reimbursement Form (non-cardholders)

Responsibility: Staff member

- a) Complete the online [Reimbursement Form](#) following the steps in the [guide](#)
- b) Attach all supporting documentation
- c) To cancel a reimbursement claim email emsacquittals@adelaide.edu

2. Submit a reimbursement claim via the Expense Management System (cardholders)

Responsibility: Cardholder / nominee

- a) Create an Expense Reimbursement following the steps in the [guide](#)
- b) Upload and link supporting documentation
- c) To cancel a reimbursement claim email corporate.cards@adelaide.edu.au

Once the claim has been approved, reimbursement will be paid into the nominated bank account in the next weekly payment run.

Requirements prior to submitting your claim

Please note the following:

- It is preferable to submit one reimbursement claim covering all the extra costs incurred
- Claims must be submitted within six months of the oldest invoice date, so you may need to submit more than one depending on the time period
- Please contact your Line manager for the department and project code to be used.

The following examples provide guidance on what you can claim and the documentation required to support your claim.

Examples

Phone or internet plan increase

Example	Existing Plan Amount	New Plan Amount	Increase	Business Portion of Increase	Reimbursement Claim Amount	Supporting Documentation Required
Mobile Phone Plan Increase	\$50	\$70	\$20	100%	\$20	Previous invoice with old plan amount, new invoice with new plan amount
Internet Plan Increase	\$50	\$70	\$20	50% Partner also working from home, or children doing schoolwork from home.	\$10	Previous invoice with old plan amount, new invoice with new plan amount

Additional call / data charges on invoice

Example	Plan Amount	Invoice Amount	Incremental Cost	Business Portion of Increase	Reimbursement Claim Amount	Supporting Documentation Required
Additional work related mobile phone costs.	\$50	\$71	\$21	100%	\$21	Mobile invoice showing plan fee, additional cost, work calls highlighted
Additional Work related internet costs	\$70	\$102	\$32	100%	\$32	Invoice showing plan fee, additional cost
Additional Work related internet costs	\$70	\$102	\$32	50% Partner also working from home	\$16	Invoice showing plan fee, additional cost

Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au