University of Florida Cell Phone Usage Log

Information below must be compared to the monthly statement provided by the cell phone service provider. It is required that this log be completed when the allowance option is not used. Clearly show the calculation for the reimbursement of personal cells at bottom of the last page of the usage log.

Business Device - Cell Phone Number: Employee's Name:								
In (Inco	oming C	Call); Ou	ut (Outo	joing Call); Bus	s (Business Call); F	er (Personal Call)		Printed Name
	U			U <i>j</i> .	Phone	Name of		
In	Out	Bus	Per	Date	Number	Person	P	urpose (please keep this concise)
Are there any other Cell Phone Usage Logs attached? Yes No								
Certification and Signature: The information listed on the Cell Phone Usage Logs has been reviewed, is accurate, and represents the correct identification of personal or business related calls.								
Signature of Employee							Date	
Signature of Designated Approver							Date	
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