



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

Completed forms should be emailed to Ralph Kiessig at rkiessig@lakeheadu.ca.

Employee Information			
Name		Employee ID	
Department		Position Title	
Campus		Request Date	
Employee Signature		Cell Number	

Authorization Information			
Approved For	<input type="checkbox"/> \$35 Reimbursement <input type="checkbox"/> \$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.)			

Note: It is the department's/supervisor's responsibility to contact Ralph Kiessig should the reimbursement payment need to be cancelled.