



June 17, 2025

New Cellular Reimbursement Process

As announced earlier this year, UADA will discontinue maintenance of cellular plans and devices no later than July 1. Under [UADA Policy 385.1](#), eligible employees may receive up to \$50 per month as reimbursement for business-related use of a personal device. Beginning in July 2025, the method used to reimburse eligible employees is changing. It is important to read the information below to ensure a smooth transition to the new process.

What is Changing?

Starting in July 2025, approved cell phone reimbursements will be processed in Workday via payroll. The approved monthly amount will be paid in two installments on each regular payday of the month. The reimbursement amount will appear as “Cell Phone Stipend UADA” in the earnings section of your paystub in Workday. The reimbursement amount will continue to be treated as a non-taxable item, consistent with IRS guidelines.

Why the Change?

Processing cell phone reimbursements via payroll allows for a more streamlined process, eliminating the need for monthly entry and approval of a Workday expense report. Once a cell phone reimbursement is approved using the [Cellular Reimbursement Request Form](#), reimbursement is approved for an entire fiscal year. No further action is necessary unless the requested reimbursement amount or reimbursement funding source changes during the fiscal year. If one of these

events occurs, the same [Cellular Reimbursement Request Form](#) may be used to initiate the change.

What Do I Need to Do?

If you are seeking cell phone reimbursement for FY26 (July 1, 2025 – June 30, 2026), complete the [Cellular Reimbursement Request Form](#) **now**. Once you complete the Cellular Reimbursement Form, you will be included on the confirmation email. This is the email your supervisor will REPLY ALL for approval. Once supervisor approval occurs, no further action is required. The payroll team will process the request and reimbursement will occur each pay period.

Only reimbursement requests completed and approved by July 3, 2025 will be eligible for reimbursement in July. Going forward, a report containing new reimbursement or update requests will be generated on the last day of each month and reimbursement will begin the following month. No retroactive reimbursements will be processed. The following table outlines the deadline for request completion/approval and the begin date for reimbursement for FY26:

Request Deadline (request must be completely approved by this date)

July 3, 2025

July 31, 2025

August 31, 2025

September 30, 2025

October 31, 2025

November 30, 2025

December 31, 2025

January 31, 2026

**Reimbursement Beginning Month
(reimbursement will be processed
in two installments coinciding with
each month's regularly scheduled
payday)**

July 2025

August 2025

September 2025

October 2025

November 2025

December 2025

January 2026

February 2026

February 28, 2026

March 31, 2026

April 30, 2026

May 31, 2026

March 2026

April 2026

May 2026

June 2026

Note: Only one form must be completed per fiscal year. The deadlines above only apply to new requests entered in the months noted.

Questions?

Please contact payroll@uada.edu with any questions.

Frequently Asked Questions/Notes

Note: All FY25 (July 1, 2024 – June 30, 2025) cell phone reimbursements via Expense Report must be entered in Workday by July 8, 2025.

Q: If I miss the deadline in FY26, can I submit an Expense Report instead?

A: No, expense reports will no longer be used for cell phone reimbursements and retroactive reimbursements will not be processed.

Q: How do I know if my cell phone reimbursement request has been approved?

A: Once you complete the [Cellular Reimbursement Form](#), you will be included on the confirmation email. This is the email your supervisor will REPLY ALL for approval; therefore, you should receive the approval email as well.

Q: What if my request is not submitted and approved by July 3?

A: Requests not completed and approved by July 3, will not be reimbursed in July. The reimbursement will be in effect starting August 2025.

