

Date: January 9, 2012

To: University Mobile Device Users

brocku.ca

From: Nicky Westlake, Controller & Manager of Finance

Cc: Joanne McKee, Associate Vice-President, Finance  
Philip Wright, Associate Vice-President, Information Technology Services  
Barbara Yeo, Accounts Payable Assistant  
Patti Froese, Supervisor, Project & Administrative Support Office

Re: Personal Use of University Mobile Devices

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I would like to take this opportunity to remind all University mobile device users that are paid for directly by the University are intended for business use only. From time to time, if you need to use your University mobile device for personal use, you are required to reimburse the University for this personal use.

Please refer to the Travel & Expense Policy (available at [www.brocku.ca/finance/Policies-and-Procedures](http://www.brocku.ca/finance/Policies-and-Procedures)) which states "Ineligible expenses include (see Ineligible Expense List), but are not limited to:

- Any expenditure for personal purposes for self and/or faculty and staff."

For further details, please also refer to the Ineligible Expense List (available at [www.brocku.ca/finance/Policies-and-Procedures](http://www.brocku.ca/finance/Policies-and-Procedures)) which states "Personal telephone charges while travelling away from the University will be reimbursed if necessary and reasonable. Employees are required to use the most cost-effective method for long-distance telephone calls".

It is the responsibility of each employee of the University, who has a University mobile device to review their monthly mobile device invoices to ensure that they have properly reimbursed the University for personal use on a timely basis.

To reimburse the University for this personal use, you may either pay by cash or write a cheque payable to Brock University. The cash/cheque along with a copy of the mobile device invoice should be brought to the Finance Office and handed to the University's Cashier (Gabriela Svec). Please ensure that the appropriate general ledger account number is noted for the funds to be deposited.

I would also like to inform everyone that a "Declaration of Reimbursement for Personal Use" will soon be required. This will require all mobile device users to declare that you have reimbursed the University for all personal use of mobile devices.

If you need any assistance in developing individual/departamental practices regarding personal reimbursements, please feel free to contact myself. I would be happy to assist and provide guidance on this matter.

If you have any questions, please feel free to get in touch with myself or Joanne McKee. Thank you.

A handwritten signature in black ink, appearing to read 'Nicky Westlake', with a stylized, cursive script.

Nicky Westlake  
Controller & Manager of Finance  
x. 3289