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Mobile Communication Device Update

In accordance with the [university policy 3960, Mobile Communication Devices](#), departments must evaluate device service plans on an annual basis to ensure that the plan is reasonable compared with actual business use and that the service plan chosen is the most cost effective option offered. Documentation of the annual review should be captured on the [Virginia Tech Mobile Communication Device Request Form](#) each December.

[Controller's Office procedure 23830-Mobile Communication Device](#) has been updated based on a recent market analysis of mobile communication device cost. The voice/test/data plan allowance will increase from \$56 per month to \$57 effective December 25, 2016. There is no change in the voice/text plan which will remain at \$17 per month.

The annual recertification for employees who currently have the allowance is required and must be documented by December 24 using the [Mobile Communications Device request form](#). Without annual certification, the allowance will automatically terminate on December 24. Employees and departments are encouraged to begin the recertification process in November or early December. The allowance will become effective on the most reasonable processing date after the form is received. No retroactive payments will be permitted to employees.

Please direct any questions regarding this topic to payroll@vt.edu.