REIMBURSEMENT OF CELL PHONE EXPENSES

The Cell Phone Reimbursement Program (CPRP) reimburses eligible employees for cell phone usage related to Company business while complying with Internal Revenue Service (IRS) rules regarding the taxability of employee cell phones and devices.

A consultant-level employee who has significant travel-related client relationship responsibilities may be eligible for reimbursement of their personal cell phone services. The President will make this determination on a case-by-case basis. Reimbursement amounts will be as follows:

- Maximum of $70.00 per month for basic cell phone service (non-taxable).
- Maximum of $200.00 every 24 months for a new cell phone device (taxable).

Rates for reimbursement of personal cell phone services will be reviewed by the Company annually.

At the end of each calendar year, the Company will reimburse you, in one lump sum, for up to $70 of each basic cell phone service bill you paid during the calendar year. Reimbursement is considered non-taxable consistent with the most recent Internal Revenue Service regulations regarding reimbursement of charges related to employee cell phones used for business purposes. The taxability of this reimbursement is subject to change in accordance with subsequent Internal Revenue Service rulings. The CPRP applies to monthly cell phone service fees incurred on and after January 1, 2014.

To be eligible for reimbursement:

- The fee must be for the employee’s basic cell phone services, which includes voice, texting, and data services. Any additional features or overages are at the expense of the employee and damages to the employee’s cell phone are not reimbursable. The CPRP does not cover any cell phone service fees for family members. If an employee has more than one line associated with their account, then the basic cell phone service fee will be divided by the total number of lines first.

- Employees must add their cell phone number to their email signature block and business cards (when re-ordered).

- The employee is responsible for submitting an initial cell phone bill to the Company before June 30, 2014. Thereafter, a current cell phone bill should be submitted between January 1st and January 31st following the calendar year for which reimbursement is sought.

- The employee is responsible for submitting proof of payment for any new cell phone device purchased on or after January 1, 2014. Subsequent cell phone device purchases must be at least 24 months after the purchase of a previous cell phone device.

- The employee must be actively employed and in good standing with the Company on the date lump sum payments are issued. Payment will only be issued to the employee.

Use of a non-Company owned device is subject to all policies and procedures governing Company provided devices. These policies, which you will find in the Employment Related Personnel Policies section of the UAS Web Book, are titled “Use of Communication Systems” and “Information Security for Personal Computers.” Also, keep in mind, all communications and data transfers must comply with the privacy and security rules and regulations set-forth in the Health Insurance Portability and Accountability Act (HIPAA). Company policies setting forth your HIPAA privacy and security responsibilities include “Data Transfer by Electronic Media/Media Destruction,” “HIPAA Privacy and Security” and “Information Privacy and Security.” These policies are also posted in the Employment Related Personnel Policies section of the UAS Web Book.