

May 18, 2020

MEMORANDUM

To: IFAS Extension Administration Leadership Team

From: Nick T. Place



Subject: Wireless Device Allowance (WDA) Policy Update

This memo describes UF/IFAS Extension Administration's policy for administrators, faculty, and staff who will request a WDA beginning in the 2020-21 fiscal year. Specifically, this will begin on July 1, 2020.

1. An official UF business purpose must exist to be eligible for a WDA. For example, an employee qualifies if his/her job duties require being out of the office a significant amount of time.
2. All employees receiving a WDA will be treated equally with respect to the reimbursement amounts received.
3. The maximum monthly WDA for device service is \$50. This amount equalizes IFAS Extension with the amounts provided in the IFAS Research and CALS offices. It covers roughly 90% of the monthly charge required to furnish:
 - a. Service provided by a major carrier (e.g., Verizon, AT&T, T-Mobile, Sprint)
 - b. A plan suitable for a smartphone
 - c. Unlimited voice minutes
 - d. Unlimited texting
 - e. A data plan that provides at least 3 Gb per month.
4. Employees can request a lower monthly WDA if their funds are limited.
5. The reimbursement limit when purchasing a new smartphone or similar device is \$250. These purchases are limited to not more than one every 2 years.
6. Employees are responsible for assuring that they have the funds available to support their WDA.
7. UF's "Cell Phones and Wireless Communication Devices" directive can be found here: <https://procurement.ufl.edu/contracts/cell-phones-and-wireless-communication-devices/>
The WDA Reimbursement Request form can be found here: <https://www.fa.ufl.edu/wp-content/uploads/2019/04/Wireless-Device-Reimbursement-Request-Form.pdf>