

**Kellogg School of Management**  
**Mobile Service Plan and Home Internet Annual Justification**

To: Dean's Office

From: \_\_\_\_\_

Subject: Certification of Business Use for Mobile Communication Device and Service Plan, and Home Internet

Date: \_\_\_\_\_

- Attachments: 1) Copy of Service Plan Indicating Monthly Expense  
2) Copy of Home Internet Bill  
3) Completed Additional Pay Form(s)

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I certify that the service plan and home internet are essential to this individual's effectiveness in the school because his/her duties require maintaining communication with university students, colleagues and external collaborators.

Reason(s) this device is required for University business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amounts for additional Pay:**

Monthly Service Plan \_\_\_\_\_  
% Business Use \_\_\_\_\_  
Reimbursable Amount \_\_\_\_\_

Monthly Internet Charge \_\_\_\_\_  
% Business Use \_\_\_\_\_  
Reimbursable Amount \_\_\_\_\_

Taxable Monthly Additional Pay Amount: \_\_\_\_\_  
Grossed up for Taxes (32%): \_\_\_\_\_

**Individual Requesting Device and Date:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Associate Dean, Finance and Planning Approval and Date:**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_