Process to calculate technology allowance payments to staff for the business use of their personally owned device or services:

Supervisors and departments are responsible for determining and approving the appropriate compensation amount for an employee based on the responsibilities of the employee’s position. Departments should be consistent with all employees for whom allowances are made.

1) **Identify business need.**

Business need should be based upon job responsibilities and be determined as a requirement for the employee to effectively perform essential functions of the position.

2) **Select appropriate plan type.**

Determine the appropriate plan type using established Technology Allowance Rates.

Business usage should be based upon job responsibilities and minimum actual usage required for the employee to effectively perform job.

If it is determined that the amount of business usage warrants reimbursement exception rate or an unlisted exception rate, approval from the Comptroller or his/her designee is required PRIOR to form submission. An explanation of business need will need to be provided along with the request for approval of the exception rate or unlisted exception rate.

3) **Determine equipment need.**

Equipment reimbursements require itemized original receipt and are subject to department approval. Reimbursement for devices will be given no more than once every 24 months. Many service providers now require a monthly plan for the device. If a monthly plan for device is selected, reimbursement will require original receipt with full price of device clearly listed. Employee will be reimbursed at the front end of the contract and no further reimbursement will be given for 24 months. Employees may continue to purchase multiple and/or higher priced devices, however the maximum allowed for reimbursement is set at $120 per 24 month period. Approval from the Comptroller or his/her designee is required PRIOR to form submission for any exceptions to the maximum reimbursement amount. An explanation of business need will need to be provided along with the request for approval of the exception.

Tablet purchases for business usage should be purchased with the assistance of departmental IT group and should not be purchased through the Technology Reimbursement process.

4) **Complete Technology Allowance Agreement**

Complete the Electronic Device and Service Technology Allowance Agreement. Route for approval and submit to Payroll and Tax Services.