

SBMS Site Navigation

Home / Search

Browse Subject Areas

Forms

Other SBMS Info

Contact List

Frequently Asked Questions

Subject Area Navigation

Table of Contents

Introduction

+ Sections

+ Exhibits

+ Forms

Definitions

Revision History

References

PDF of Entire Subject Area

Subject Area: Telephone Services

Exhibit: Guidelines for Determining Cell Service Stipend AmountEffective Date: **June 2008**Point of Contact: [Telephone Services*](#)

Stipends are intended to provide for the cost of accommodating required business use of personal cell voice and data plans/devices, as approved by the immediate and one-over-one manager. Stipends and related allowances are reported as taxable income. Stipend amounts are fixed rates based on the average market rates of services comparable to Battelle business plans, as evaluated by Telephone Services. Cell services and data stipend levels and allowances are described below.

Cell Service (Voice) Stipends

The stipend amount is based on the responsibilities of the staff member, the expected monthly amount of business usage, and the anticipated amount of business travel. The manager with concurrence and final approval by the staff member's one-over-one manager determines the stipend amount.

Stipends are a flat monthly amount. Additional costs will not be compensated except for extraordinary incremental costs associated with international travel such as long distance and roaming, or those clearly outside of the scope and nature of the stipend. The procedure for reimbursement of these incremental costs is described in Section [3.3 Reimbursement for Occasional Use of Personal Cell Services \(Voice and Data\)](#).

The Laboratory provides cell service stipends at three levels. Below are guidelines for use in determining the appropriate stipend level.

Base Level - \$25 per month

Average business use of a cell phone is expected to be less than 250 minutes per month and business travel is four times or less per year.

Level 2 - \$40 per month

Average business use of cell phone is expected to be between 250 and 500 minutes per month and/or business travel is five or more times per year.

Level 3 - \$60 per month

Average business use of cell phone is expected to be more than 500 minutes per month and/or business travel is seven times or more per year (recognizes higher cost of nationwide service plan).

Data Service Stipends -\$50 per month

There is one rate for data service stipends for cell data devices. No other costs or reimbursements are provided.

[Back to Top](#)

7.1-708-/standard/4f/4f01e010.htm

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