

Illinois Mathematics and Science Academy Procedures for Telecommunications Devices for IMSA Employees

Telecommunications services for the IMSA community are provided primarily via the Voice Over IP (VOIP) system operated by Information Technology Services (ITS). This system consists of individual and conference phone sets, voicemail for staff and a call accounting system used to monitor and calculate telecomm costs and usage. Staff phones are enabled to call locally, nationally and internationally. Employees are permitted to use their VOIP phones for personal use as outlined in <https://www.imsa.edu/services/information/telephone> (requires login). Usage is reported monthly and employees are required to reimburse the Academy according to the above guidelines.

Except as outlined below, ITS does not provide or operate any wireless telecommunications services. However, the use of personal wireless devices (cell phones, Internet data cards, etc.) by IMSA employees may be reimbursable under certain conditions. Access to the IMSA wireless network (WiFi) by these devices is allowed on a case-by-case basis and must be A) required by the employee's job responsibilities and B) requested by the employee's supervisor. See the Personal Wireless Devices Standard document at https://www.imsa.edu/services/it_engineering/sandg/personal_wireless for more information.

The following table defines the purchase, usage and expense procedures for all telecommunications devices currently in use at the Academy. Also included is the treatment of a FOIA request made for the various telecommunications devices.

	Procedure description	Usage	Procedure	Expense Documentation	FOIA Treatment
1a	Purchase of office phones	Primarily business, some personal	IMSA ITS budget expense	IMSA Business Office retains purchase receipts	N/A
1b	Monthly office phone usage charges	Primarily business, some personal	Employee reimburses IMSA for documented personal use	IMSA ITS retains signed reimbursement documentation	IMSA ITS provides documentation of called/calling number, date, time of day, call duration; employee responsible for content of business communications
2a	Purchase portable network devices (cell phones, iPhones, Blackberrys, etc.)	Business and personal	Employee expense (x,y)	Employee retains documentation.	N/A
2b	Monthly portable device usage charges	Business and personal	IMSA business unit reimburses employee for documented business activity. (z)	IMSA (BO) retains documentation of business usage charge reimbursements to employees.	IMSA provides documentation of declared reimbursed business expenses. Employee responsible for content .
3a	Purchase cell phones for Residential Life, Maintenance, PFS Field Offices, IMSA President or Security staffs	Primarily business; some personal	IMSA (business unit) expense	IMSA (BO) retains purchase receipts.	N/A
3b	Monthly cell phone	Primarily business;	Employee	IMSA business unit	IMSA business unit

	charges for Residential Life, Maintenance PFS Field Offices, or Security staffs	some personal	reimburses IMSA for documented personal activity.	retains signed documentation of personal call reimbursements from employees.	retains signed documentation of personal call reimbursements from employees.
4a	Purchase Motorola 2-way radios for Security, ITS and Student Life	Exclusively business	IMSA (business unit) expense	IMSA Business Office retains purchase receipts.	N/A
4b	Support and maintenance costs for 2-way radios	Exclusively business	IMSA Security expense	IMSA Business Office retains monthly invoices	N/A
5a	Purchase laptop Internet access cards	Exclusively business	IMSA business unit expense	IMSA Business Office retains purchase receipts.	N/A
5b	Monthly Internet access card charges	Exclusively business	IMSA business unit expense	IMSA Business Office retains monthly invoices	N/A

Procedures modeled after UIUC procedures

- (x) Per the Personal Wireless Devices Standard, employee-owned network devices (iPhone, Blackberry, etc.) are not automatically approved for connection to IMSA's network. They are subject to capacity and security constraints.
- (y) IMSA would continue to provide devices to Resident Counselors, Security, and Facilities staffs. (see 3.a and 3.b, above)
- (z) Reimbursement amount based on proportion of use qualified as business vs. personal – see below

IMSA will reimburse employees for telecomm expenses incurred while conducting IMSA business on personal wireless devices. As appropriate, the amount of reimbursement can be calculated separately for voice, text messaging and data usage as listed on the employee's monthly bill, or in the aggregate for all services, depending on the wireless service plan. Employees must provide detailed telecommunications invoices when requesting reimbursement. The calculations for reimbursement are as follows.

Voice

The total number of minutes used for business related calls, expressed as a percentage of total minutes used for all calls, will be used to calculate the dollar amount of reimbursement as a percentage of the total dollar amount for all minutes, including taxes and fees.

Example

100 total call minutes charged during billing period	\$10.00 (or may be included in plan)
Fees	\$1.00
Taxes	\$0.50
Total for voice calls	\$11.50

10 minutes documented as reimbursable business related activity = 10% of total, therefore 10% x \$11.50 is reimbursable=**\$1.50**

Text (SMS messaging)

The total number of text messages for business related activities, expressed as a percentage of the total number of messages, will be used to calculate the dollar amount of reimbursement as a percentage of the total dollar amount for all messages, including taxes and fees.

Example

500 total text messages sent/received during billing period	\$15.00 (or may be included in plan)
Fees	\$0.80
Taxes	\$1.20
Total for text messages	\$17.00

75 text messages documented for business related activities = 15% of total, therefore 15% x \$17.00 is reimbursable=**\$2.55**

Data

The total amount of data used for business related activities, expressed as a percentage of the total amount of data used, will be used to calculate the dollar amount of reimbursement as a percentage of the total dollar amount for all data usage, including taxes and fees.

Example

1500MB total data usage during billing period	\$15.00 (or may be included in plan)
Fees	\$0.75
Taxes	\$0.70
Total for data usage	\$16.45

300MB documented as reimbursable business related activities=20% of total, therefore 20%x16.45 is reimbursable=**\$3.29**