

**How to determine your cellular services stipend?**

In order to determine how much your cellular services stipend should be calculated for, you must first discuss your job responsibilities as they pertain to mobile access with your supervisor. Be sure to consider only the usage that is University business related.

The following is a description of different service options to consider as well as some sample stipend amount options. The amounts in this list should be used solely as a guideline and should not be assumed to cover every situation for which cellular services that are needed at BGSU. These sample amounts were calculated based on averages of comparable plans from major cellular service providers.

**While the following information is provided as guidance for determining the stipend amount, the final stipend amount is ultimately at the discretion of your management and is subject to approval from the divisional vice president and Controller.**

**Service Option Descriptions**

Service	Description
Data	Data service allows the client to access their email and calendar remotely as well as access to other web services such as web browsing. There are different techniques for how to access your email and calendar depending on the type of operating system on your phone. Please visit <a href="http://www.bgsu.edu/its/tsc/self-help/page9499.html">http://www.bgsu.edu/its/tsc/self-help/page9499.html</a> for more details.
Voice	Voice service allows for traditional voice communications via the telephone.
Text	Text service allows for written communication that has size limitations. Text service can be used to replace traditional pager functionality

Plan	Description	Suggested Monthly Stipend
Voice/Data/Text		
	This plan typically includes unlimited voice and data access in a package provided by most cellular service providers.	\$120
Voice Only		
	100 minutes per month	\$15
	250 minutes per month	\$25
	500 minutes per month	\$50
	750 minutes per month	\$70
	Unlimited minutes per month	\$100
Data Only		
	Most data package add-ons provide for unlimited access and clients should consider package combinations (voice and data) offered from cellular service providers. However, if it is determined that the individual consistently needs access to email and calendar and not necessarily voice minutes, then data only can be added to a plan.	\$50
Text Messaging		
	250 text messages per month	\$10
	500 text messages per month	\$15
	Unlimited text messages per month	\$20