



Western Development Museum
Corporate Office

2935 Lorne Avenue
Saskatoon, SK S7J 0S5

P: 306-934-1400
W: wdm.ca

CELL PHONE REIMBURSEMENT FORM

Cell phone reimbursements are issued to employees who are required to carry a cell phone for their work at the WDM but opt to use their own personal device. Employees who have already been provided with a corporate cell phone do not qualify for reimbursement. Approval of cell phone reimbursement is at the discretion of the employee's Direct Supervisor, Manager or CEO as per the WDM Spending Limits Policy and may be canceled at any time. Cell phone reimbursement is considered a taxable benefit as per the Canada Revenue Agency and as such the benefit will be included on employee T4 Slips. The WDM is not responsible for personal devices used for work that are lost, stolen or damaged.

Note: The Director of Administration has final approval for Cell Phone Reimbursement.

Reimbursement is \$5.00 per bi-weekly pay period.

Pay Period effective: _____

Employee Name: _____

Employee Signature

Supervisor Signature

Date

Director of Administration

Date