

## **Metro YMCAs of the Oranges**

### Frequently Asked Questions: Cell Phone Reimbursement

1. Who is eligible?
  - a. Department managers.
  - b. Other exempt staff, at the discretion of the branch Executive Director.
2. How much is reimbursable?
  - a. Up to \$25 per month.
3. What documentation do I need to provide?
  - a. Enter it on an ePO for employee reimbursement. Use one line to enter your current month's cell phone reimbursement, and charge it to line BR-DEPT-2602000. You should submit this report monthly.
  - b. The signature of your Executive Director on the face of the T&E Form.
4. Is there a YMCA discount plan I can use?
  - a. Yes! Verizon Wireless. Take your paystub to any Verizon Wireless and ask them for the YMCA discount.
5. Questions? Ask your supervisor, the COO or the CFO.