



Smartphone Device Plan - MRU Owned Request

Eligibility

This form must be completed by the eligible employee and the approver.

The University provides smartphones only to employees who are required to be available outside of regular business hours or who, throughout the work day, need to remain in contact but are required to be away from their desks frequently. Managers will determine whether an employee needs an MRU-provided smartphone to do their job.

The user or their department will pay the replacement cost if the damage to the phone occurred outside of its use for work.

Employees who prefer to use their own device may choose instead to receive a monthly stipend. Please complete the [Smartphone BYOD Reimbursement](#) form instead of this one.

To request a smartphone please provide the following information.

Name:	
Employee ID:	
Position Title:	
Department:	
Local or other Contact Number:	

Indicate which device you require. ITS and Finance will review the request.

Device Type and Model required: Android iPhone

Data Usage:

- Each user is allotted 3GB of data per month on a standard cell phone plan. Overage charges will be charged back to the department.

Data Usage During Travel:

Users are required to inform ITS well in advance of any upcoming travel to ensure they are included in a travel plan. Costs related to travel plans and any additional charges incurred will be billed back to the respective department. It's important to note that data charges can accumulate rapidly while traveling. To manage your data usage effectively, we recommend the following:

- **Reset Data Usage:** Prior to your trip, reset the data tracking feature on your phone. This will allow you to monitor your data consumption accurately during your travels.
- **Disable Roaming:** To avoid international roaming charges, disable the roaming feature on your phone. This will prevent your device from connecting to cellular networks while abroad.
- **Utilize Wi-Fi:** Whenever possible, connect to Wi-Fi networks instead of using cellular data. This will help conserve your data allowance and minimize potential charges.

By following these guidelines, you can maintain better control over your data usage and prevent unexpected expenses while traveling.

FOAP:	
Approver Name (Print):	
Approver Signature:	

Once approved, please forward this form by email to itservicedesk@mtroyal.ca.

Office Use - Mobile Number: _____