



The University of Texas at El Paso
Additional Pay Request Form



Policy: It is the policy of The University of Texas at El Paso to provide a wireless communication device allowance to those employees who have a documented official state business need for a communication device, meet eligibility requirements, and have approval by their appropriate Vice President. Academic departments will also require approval by the appropriate Dean.

Person Receiving Payment

EmplID

Name

Type of Payment

Communication Device Allowance

Current Section

Current Appointment(s)

Position Number	Cost Center / Project ID
Position Number	Center / Project ID

Notes

Justification for supplemental payment request

Requested Section

Position

Number

Job Title

Communication Device Allowance Requested

Monthly Allowance Amount

Start Date

End Date

Funding Source

Cost Center
/ Project ID

Funding
Begin
Date

Distribution
Percentage

Funding
End
Date

Cost Center
/ Project ID

Funding
Begin
Date

Distribution
Percentage

Funding
End
Date