Cell Phone Reimbursement Process – FY26

The University of New Mexico’s Financial Services and Division of Human Resources are restructuring the University’s monthly cell phone reimbursement process effective July 1, 2025.  This will simplify the process, reduce administrative burden and demonstrate compliance with existing laws and regulations.  Currently, departments fill out a "Personal Cell Phone Service Reimbursement Agreement" to justify the business need at the start of each fiscal year and submit a monthly reimbursement request in Chrome River. The current process will be replaced with an allowance paid via Payroll.

If you have any questions, please contact us at fssc@unm.edu.

Thank you,

Norma Allen, University Controller

Rebecca Napier, UNM Health and Health Sciences Vice President for Finance and Administration

Kevin Stevenson, UNM Vice President for Human Resources