

## University of Manitoba Grant (Fund: 3XXXXX) Expenses - Communication Items

Note: In order for the following expenses to be eligible on research funds it must be necessary for the conduct of the research project and/or required for personnel safety reasons. Please provide a justification on how the Telecommunication expense is necessary to the research project on the grant (fund: 3XXXXX) foap. If it is not directly related to your research project please provide a non-grant FOAP.

**A. Service being requested (indicate below):** \_\_\_\_\_ **Start Date of Services:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

1. Cell phone/Mobile Internet Device (Order form required and attached)  
New  Upgrade  Change foap only:  Phone # assigned (office use only) \_\_\_\_\_
2. Landline (Phone form required and attached)  
New  Change foap only:  Phone # assigned (office use only) \_\_\_\_\_
3. Bell Conference Call Charges:  Change foap only:   
Invoice # \_\_\_\_\_ Total: \_\_\_\_\_

### B. Funding Source

1. Grant Foap to be charged: \_\_\_\_\_
2. Change in current foap only: From: \_\_\_\_\_ To: \_\_\_\_\_
3. Primary or Alternate Signing authority as found in Banner: \_\_\_\_\_ Verified in Banner (office use only)

Name: \_\_\_\_\_ Signature \_\_\_\_\_

### C. Grant Account Justification (See Note at top )

#### Cell Phones / Mobile Internet Devices

Hardware/Accessories: ( As per order form) Voice and Text Plan: \$8 Voice, Text & Data Plan: \$50 (Maximum)

Maximum Monthly Cost approved: \$ \_\_\_\_\_

Data costs: 0-1 GB \$25.00 1-3 GB \$30.00 3-6 GB \$35.00 6+ GB \$50 (Plans flex dependent on usage. Plus any additional charges such as roaming, tax etc.)

#### Landlines (monthly costs are as follows):

Multi-line set – \$30.50 Single-line set – \$24.25 Voicemail: \$4 Install: \$40 one-time

Total Monthly Cost approved: \$ \_\_\_\_\_ (Plus additional charges such as long distance, services charges, tax, etc.)