

# HRSINGAPORE

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## **Question - Mobile Phone Reimbursement - Update 1 (With Replies)**

Our current practise on mobile reimbursement is employees who are authorised to use personal/company mobile phone for business purposes may claim reimbursement accordingly, with itemised mobile phone bill.

But lately, the reimbursement bill is very high and found very complex and tedious to identify usage for business purposes. Hence, we plan to have a capping on mobile phone usage and set as a policy.

Appreciate you can share what is your company practise on mobile phone benefits. Thank you.

JK

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## **REPLY 1**

We face the same challenge so our practice is that the manager has the discretion and so far, different tier signed for different employees (eg. Sales vs Customer Svc vs Finance staff). Then, we have an independent department to vet the claims for consistency. There were exception cases where managers only approved 20% of total claims or on an ad hor basis too.

Hope this helps.

Nancy

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## **REPLY 2**

We capped it at S\$200 per month.

EQ

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## **REPLY 3**

Our company mobile phone reimbursement capping as follow:

Managers: Max S\$150 per month

Executive & Engineer: Max S\$80 per month

Supervisors & Junior Staff: Max S\$50 per month

We are from Japanese Contractor industry.

SS

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