

**Calculation to determine the amount to reimburse the State for
Personal use of a State cell phone/Blackberry**

Please attach a copy of this completed worksheet with you check

Please fill in the shaded areas and the spreadsheet will automatically calculate the amount to reimburse CDE. Attach a copy of your bill with the personal calls circled or hi-lighted.

NAME: Dwight D. Jones

Billing period	<u>Begin date</u>	<u>End date</u>	<u>Amount</u>
Total number of Personal minutes	10/24/2009	11/23/2009	160 Minutes
Total number of minutes on the cell phone bill			575 Minutes
Total cost of the cell phone for the month			\$ 57.49 Dollars
Cost per minute (total minutes/total cost)			\$ 0.10
Total cost of personal calls* (cost per minute * number of personal minutes)			\$ 16.00 Amount to reimburse

*This amount must be reimbursed to the Colorado Department of Education

Paid Cash