



St. Thomas Aquinas Roman Catholic Schools

Acknowledgement of Division Cell Phone Use Outside of Canada

Employee certification:

If travelling to the US for business purposes, e.g. conference, reasonable data usage will be allowed. When travelling for business in the US, all reasonable efforts should be made to minimize any data charges by using wifi when available. If you wish to inquire about all the rates: long distance, roaming, text messages and data for the US, you can contact Finance and Business Services for the current rates.

If travelling on vacation, only emergency data usage will be permitted. As a general rule, the Division does not expect employees to be working while on vacation.

When travelling on vacation in the US, I understand that no travel plan is available, and I will be responsible for any charges that raise my monthly bill above \$70.

When travelling, I will ensure that I add an out-of-country travel plan prior to any travel outside of North America (Canada and the United States). To add an international plan I understand that this must be coordinated through Finance and Business Services.

When travelling outside Canada, you may obtain a foreign SIM card to access foreign rates. SIM cards can be purchased at a local retailer outside Canada.

When travelling on vacation, if I choose to purchase a local SIM card in a foreign country, I understand that I will be responsible for any costs exceeding \$20, for this purchase.

Should you have further questions contact the Director of Business and Financial Services.

Employee Name: _____
please print

Employee signature: _____ Date _____

Supervisor signature: _____ Date _____

- ❖ *Once complete please scan and email to the Director of Finance and Business Services for review and to complete the process.*