Travel @ SLAC has internationally enabled cellular phones available for short-term loan to employees going on international travel to carry out official laboratory business. The employee is responsible to acquire permission from their supervisor for the loan of the cellular phone and must complete this loan request form for cellular phones.

The cellular phone service is available through T-Mobile and includes unlimited talk and text. Roaming charges are extra.

**Cellular Phone Terms and Conditions:**

- The cellular phone will be used for SLAC business.
- Proof of trip approval is required prior to obtaining a cellular phone.
- You and your department are responsible for paying the roaming charges ($0.20/minute). This expense will be charged to the Project-Activity number provided.
- You must take precautions to protect the loaner phone against damage and/or loss while in your care and custody. The loaned cellular phone and equipment, including associated cables and peripherals, are property of SLAC. You (or your department if approved by your ALD) will be charged for any damage or loss while the equipment is in your possession.
- If the loaner phone is lost, stolen, or damaged, you must notify the Travel Office immediately (travel@slac.stanford.edu). You must follow up with a written explanation detailing the incident and police reports (if available) within 5 days from the trip return.
- You must return the cellular phone and accessories within 5 days after the conclusion of the trip; or the provided Project-Activity number will be charged for replacement cost of the loaned equipment.

I understand that with my acceptance of this cellular phone, I agree to all of the above terms and conditions.

________________________________________________________________________

Signature 

Date
Please complete the fields below and submit to the Travel Office (travel@slac.stanford.edu)

Name: ____________________________________________
Phone (extension): ________________________________
Email: __________________________________________
Department: _____________________________________
Dates of use | Start Date: __________________________ End Date: __________________________
Project-Activity Number: __________________________
Reason for request: ________________________________________________________________
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<td>Check-out Date:</td>
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<td>Check-in Date:</td>
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<td>Phone # issued:</td>
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<tr>
<td>Cell Accessories Provided:  □ Charger  □ Case</td>
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