

Financial Policy & Procedure Instructions Manual
FPI J-4 Personal Use of Telephones

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I. PURPOSE

To outline the policy and procedure for identifying personal use of University long distance access codes, cellular phones, and pagers.

II. POLICY

The University's telephone system, including cellular phones and pagers, is provided for conducting the official business of the University. Personal use of cellular phones, pagers, and long distance access codes is only permitted if such use is infrequent, unavoidable, and fully reimbursed to the University. As the reimbursement process is time consuming to both the employee and the University, personal use of cellular phones, pagers, and long distance access codes is strongly discouraged. Personal toll calls should be made using a personal long distance credit card.

III. PROCEDURES

Each month departments receive Telecommunications Detail Reports and statements from cellular/pager service providers. Departments distribute these reports/statements to the appropriate employees. Employees are required to review these documents and certify that all charges relate to official University business and that the account to be charged is accurate. A certification statement is printed on the Telecommunications Detail Reports. Similar language should be added to statements from cellular/pager service providers.

In the exceptional situation when a University telephone, pager, or long distance access code was used to make or receive a personal call, the employee marks the call as "personal" on the report/statement. The employee must reimburse the department as described below.

Reimbursement for personal toll calls will be at the undiscounted amount shown on the monthly Telecommunications Detail Report. Reimbursement for personal use of cellular phones and pagers will be at the rate shown on the monthly service statement. Reimbursements must be made no later than 90 days following the date of the monthly Telecommunications Detail Report or cellular/pager service statement. Departments shall promptly deposit all reimbursement monies in accordance with Financial Policy and Procedure Number 23 crediting the departmental expense account where payment was recorded.