

## **POLICY ON OVERSEAS CALLING**

The Fort Hays State University telephone system does not provide us with the capability of making overseas phone calls from University telephones.

If calls are state business, faculty can make the overseas calls from their home phones and be reimbursed under the guidelines as presented in the following policy:

- Step 1: Approval is needed from the caller's budget supervisor, prior to the call being placed.
- Step 2: The budget supervisor will send a signed approval, i.e., Memorandum Form, to the Business Office detailing the following information:
- A. Name of person approved to make the official call;
  - B. Telephone number from which the call is to be placed;
  - C. Country; town and number to be called;
  - D. Date the call is to be made; and
  - E. Account number to be charged.
- Step 3: After the call has been made, an original copy of the individual's telephone bill must be submitted to the Business Office for matching with the approval requested in Step 2;
- Step 4: The Business Office will prepare a voucher containing the certification statement required by the State for personal reimbursement and contact the individual for required signature;
- Step 5: The Business Office will submit the signed voucher to the State for payment.

*Adopted by Cabinet 04/05/90*