

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-43
Telephone Expense Reimbursement

Employees are entitled to reimbursement of business telephone expense. If the expense is incurred while in a SHSU travel status, the expense will be reimbursed as part of the travel voucher. Otherwise, if the expense is incurred on a telephone not owned by the University, it will be reimbursed under the following conditions:

1. Calls made from a home telephone may be reimbursed if a copy of the bill is submitted documenting the person called and the SHSU business purpose of the call.
2. Calls made from a cellular telephone not owned by the University may be reimbursed if a copy of the bill is submitted documenting the person called and the SHSU business purpose of the call.
3. Monthly contract charges for a cellular telephone not owned by the University may not be reimbursed from any University funds.

Reimbursements as stated above require the approval of the appropriate Dean or Vice President. If the request is to reimburse one of these employees, then his or her supervisor's approval is required.

Reviewed by: R. Dean Lewis - Vice President for Finance & Operations 11/1/08
Next review: 2/1/10