

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

Finance & Operations Travel Policy FO-TR-36
Telephone

Telephone calls are reimbursable if business-related. Personal calls are not reimbursable.

The claimant is required to keep a record of each business call showing the date and cost of each call. Show "Business Phone Calls" and the total amount requested for reimbursement on the front of the Travel Voucher under "Other Travel Expenses" in order to request reimbursement for actual expenses incurred for this item.

Telephone Receipt -- If a receipt is obtained, it is required to show the date and cost of each call. Attach receipts to the Travel Voucher form when available. If a claimant requests reimbursement for business phone calls, but does not have a receipt attached to the Travel Voucher, this item may be subject to taxation.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07
Next review: 11-01-08