

# Reimbursement Policy - Official Telephone Calls

## Section 1 - Introduction

(1) This document sets out Charles Sturt University's policy for reimbursing the University staff for official STD calls made from their home telephone.

## Section 2 - Glossary

(2) Nil.

## Section 3 - Policy

(3) Where staff of the the University make official STD calls from their home telephone they may seek reimbursement from the the University, subject to the following information and conditions:

- a. reason for call and why it was made from home telephone;
- b. original copy of the Telstra/Optus telephone account which outlines the date, time, duration and destination of call;
- c. the claim must be authorised by your Executive Dean or Executive Director;
- d. reimbursement will generally only be made for calls from a fixed telephone. Where calls are made from a mobile phone, an explanation as to why a mobile phone was used will be required;
- e. the cost of telephone service charges will generally not be reimbursed.

(4) Reimbursement will usually be made by petty cash.

## Section 4 - Procedures

(5) Nil.

## Section 5 - Guidelines

(6) Nil.

## Status and Details

|                           |  |
|---------------------------|--|
| <b>Status</b>             | Historic   |
| <b>Effective Date</b>     | 22nd May 2014  |
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| <b>Approval Authority</b> | Chief Financial Officer                                      |
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