

Reimbursement Policy - Official Telephone Calls

Section 1 - Purpose

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

Section 2 - Glossary

(2) University - means Charles Sturt University.

Section 3 - Policy

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

- a. reason for the call and why it was made from a home telephone;
- b. original copy of the service provider telephone account which outlines the date, time, duration and destination of the call;
- c. the claim must be authorised by the delegated approver; and
- d. the cost of telephone service charges will generally not be reimbursed.

(4) Reimbursement is made by an out of pocket expense claim in the [ProMaster](#) online Expense Management System.

Section 4 - Procedures

(5) Nil.

Section 5 - Guidelines

(6) Nil.

Status and Details

Status	Historic
Effective Date	13th August 2015
Review Date	13th April 2018
Approval Authority	Chief Financial Officer
Approval Date	10th August 2015
Expiry Date	2nd November 2018
Unit Head	Paul Dowler Chief Financial Officer
Author	Darrell Martin
Enquiries Contact	Tegan McKenna Director, Financial Services