FISCAL MEMORANDUM 96-12

TO: Administration
    Information and Technology Exchange Center
    Divisions/Centers

SUBJECT: Personal Long Distance Charges on TTI Telephones and
          Personal Use of TTI Owned/Rented Cellular Telephones

As a reminder, employees making personal long distance calls on TTI phones should charge those calls to a telephone credit card provided by the employee’s long distance carrier. If a personal long distance call is accidentally charged to TTI, the employee should promptly reimburse TTI for the expense.

Cellular phones owned or rented by TTI should be used only for TTI-related business. However, if a personal call is made or received, the employee should promptly reimburse TTI for the expense. Personally-owned cellular phones can be used if desired. TTI will reimburse the employee for business-related calls only. Monthly rent, service charges, and all taxes will be the responsibility of the employee. Copies of the phone bills must be submitted with the purchase voucher to reimburse the employee.

Detailed listings of all long distance calls by telephone number are available from division/center/administrative area staff assistants or from Randall Taylor in the TTI Business Office. Monitoring of the long distance call details for compliance with these guidelines is the responsibility of the authorizing administrators at the division/department level.

Please make sure all employees in your area are aware of this procedure. If you have any questions or need additional information concerning reimbursement procedures, please contact Randall Taylor at 845-9856.

Don Bugh
Associate Agency Director