

DIRECTIVE NUMBER: 200-10-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Telephone Calls While On Travel Status

1. Purpose. To establish Department policy, effective immediately, regarding reimbursement to an employee for telephone calls made by the employee to their home or family while in a travel status on official state business.
2. Reference. None.
3. Procedure. Reasonable telephone expenses for calls made to an employee's home or family will be permitted when the employee is traveling away from home overnight on official business, or when the employee is traveling on official business and his or her return will be delayed more than two hours beyond that employee's normal quitting time. While the employee may receive a personal benefit from such calls, the State also benefits since such calls provide reassurance to the employee and his or her family.

The following policy will apply to employees who seek reimbursement for telephone calls made by them, to their home or family, while the employee is in a travel status overnight on official business, or when the employee is traveling on official business and his or her return will be delayed more than two hours beyond that employee's normal quitting time.

Telephone expenses will be presumed reasonable, without further explanation or supervisor's approval if they meet all of the following conditions:

- One call per day
- No longer than five minutes
- Call is to employees home or family

Telephone expenses exceeding the above conditions may be allowed upon the supervisor's approval if special circumstances exist. In making this determination, the supervisor is to consider the purpose for allowing such calls, and any special circumstances which may require exceeding the above conditions.

Calls on the employees invoice from the hotel/motel which meet the above conditions, are to be so noted by the employee writing "approved call home" on the hotel invoice. Those expenses requiring supervisor's approval shall be

initialed by the supervisor. The employee seeking reimbursement is to claim the telephone expense in the other expense section of the travel voucher. Calls otherwise meeting the above conditions but which are not itemized on a hotel/motel invoice may be claimed in the "other expense" section of the travel voucher. However, the employee is to attach a separate sheet showing the date the call was made, the number called and the amount being claimed for that call. If the supervisor's approval is required, the supervisor shall initial the separate sheet.

4. Action Required. Inform all staff of the contents of the Directive.
5. Inquiries. Annette Morris, (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 200-07-02

Expiration Date: Continuous
