

TELEPHONE CALLS & OTHER EXPENSES

- **Telephone Calls**
 - Business telephone/fax and business internet usage fees will be reimbursed. Business purpose must be documented on the [Expense Report](#).
 - Personal telephone calls are an allowed, reimbursable travel expense not to exceed \$10 per trip. The purpose is to "check-in" with the traveler's family.
 - University calling cards are available to make calling less expensive than typical hotel rates. For more information, contact Telephone Services, Ext. 3310.

- **Other Expenses**
 - Other personal expenses, including laundry, are not an allowed reimbursable University travel expense. Other expenses will be reimbursed if determined to be ordinary and necessary in the performance of University business and if supporting documents are provided.
 - Any expenses not related to travel submitted on an [Expense Report](#) must be charged to the appropriate account code (other than account code 9382 - Individual Travel). A receipt or other supporting document must be attached to the Expense Report for these types of expenses regardless of dollar amount.