

## **2362 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- TELEPHONE USAGE**

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**RESP. OFFICE: PURCHASING SERVICES**  
**APPROVAL: CHIEF PROCUREMENT OFFICER**  
**EFFECTIVE: MAY 1, 2009,**  
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### **PURPOSE**

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To provide procurement guidelines with regard to telecommunication costs when traveling on behalf of the University.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

### **SCOPE**

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The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

### **TRAVELER AND ENTERTAINER RESPONSIBILITY**

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It is the responsibility of Penn travelers to keep telecommunication costs to a minimum when traveling on behalf of the university.

### **RESPONSIBILITY OF APPROVERS**

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The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to ensure that Penn is only paying for services and/or calls that are authorized under this policy or Penn's cell phone policy.

### **POLICY**

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Travelers will be reimbursed for business calls made when traveling on behalf of the University.

- 1) To reduce the cost of long distance business calls, the University offers Verizon calling cards in conjunction with Amex corporate cards to full-time (monthly-paid) academic and administrative personnel who are

required to travel or entertain on behalf of the University. These cards should be used whenever possible, for they reduce the cost of long distance calls when traveling.

- 2) Travelers will be reimbursed for personal calls home while traveling on business. Both the length and the number of calls should be kept to a minimum and the Verizon calling card should be used to reduce costs.
- 3) Travelers will be reimbursed for business calls made on cellular phones which are reasonable and necessary for conducting business. Travelers are expected to keep cellular phone usage to a minimum. The monthly service fees are non-reimbursable unless pre-approved by your department or if you are using a cell phone owned by the University.
- 4) For additional information on cell phone policies, click here: [http://www.finance.upenn.edu/vpfinance/fpm/2300/2300\\_pdf/2329.pdf](http://www.finance.upenn.edu/vpfinance/fpm/2300/2300_pdf/2329.pdf)
- 5) Before traveling internationally, travelers should check with their cell phone company to determine if they offer international service.
- 6) When traveling internationally, travelers can use the Verizon calling cards but some countries are blocked to reduce possible fraudulent activity so check with Customer Service at Verizon before traveling.

**[Click here](#) for Chapter 4 in the Procedure Manual. How to Complete a T&E Reimbursement (C-1) form.**