Long Distance Policy

PURPOSE   To ensure long distance access is authorized and all long
distance calls are for official university business.

REFERENCES   MAPP 10.03.05

POLICY

- Employees may request long distance authorization code by
  completing a Long Distance Authorization form and
  submitting it to the business administrator for approval.

- Employees are responsible for protecting his/her long
  distance code from theft and unauthorized use. Loss of the
  code must be immediately reported to the business
  administrator.

- Telephone reports, which show the calls charged to each
  employee's code, are to be distributed to each employee on
  a monthly basis. Employees must review the report for
  accuracy, verify that all calls were of a business nature,
  sign the report and return it to the business
  administrator. Employees who do not comply with this
  policy may lose their long distance privileges.

- No personal long distance calls are allowed. If a personal
  call is made using the university long distance access
  code, the employee must:
    o Acknowledge in writing to the department business
      administrator that the call was made in error, and
    o Reimburse the department for the cost of the call.
  Repeated violations will result in cancellation of the
  employee's long distance authorization code.

- Upon termination of employment, employees must be cleared
  through Telecommunications Department. Departments are
  responsible for returning calling cards and notifying
  Telecommunications Department to deactivate long distance
  authorization codes for all terminating employees.

Long Distance Procedure

PURPOSE   To ensure long distance access is authorized and all long distance calls are for official university business.

REFERENCES   MAPP 10.03.05

**RESPONSIBLE
PARTY**   Designated departmental administrative staff

FREQUENCY   Monthly

PROCEDURES
    A.   Verifying Telephone Reports
    B.   Terminating Long Distance Access

A.   VERIFYING TELEPHONE REPORTS

Step 1   **Gather the following.**

- **Telephone Reports**.   Print from the CTS website at
  http://infocall.cc.uh.edu/infocallwebReport/Default.htm
  a. *Usage Bill* – is a report by cost center, listing each employee and their long distance charges and equipment charges.
  b. *Summary Bill* – is a report by cost center, like the above, but also includes a grand total of each category (local calls, intrastate, interstate, international, equipment).
  C. *Detail Bill* – is a report by employee, which shows the long distance and equipment charges for each employee. **This report must be signed by the employee if long distance charges appear.**
- **Long Distance Usage spreadsheet**. A computer file created each month and reviewed and signed by the Department Business Administrator.

Step 2   **Identify employees who have long distance charges.** Use the *Summary Bill* to identify which employees have long distance charges for the month.

Step 3   **Fill in the Long Distance Usage spreadsheet.** Type the following information only for those employees who have long distance charges for the month:
- FRS Account #, Name, Amount, Date Detail Bill is distributed to the employee, Date Detail Bill is returned by the employee

Step 4   **Distribute Telephone Reports to Employees.**

- Make a copy of the ***Detail Bill*** page(s) for each employee who has long distance charges for the month.

- Stamp the copy with the certification stamp and place in the employee mailbox with the *Long Distance Charges cover memo* (see attached). Reports must be returned within 3 days. If not, contact employee.

- As the signed copies are returned, 1) update the Long Distance Usage spreadsheet with the date it was returned by the employee, and 2) file the report in the telephone reports binder.

Step 5   **Obtaining DBA certifying signature.**
After all telephone reports are returned by employees, submit the following to the DBA for review and signature:
- Long Distance Usage Spreadsheet
- ***Summary Bill***

Step 6   **Filing the Telephone Reports**
- Make a copy of the Long Distance Usage Spreadsheet and the Summary Bill for each different cost center and place in the Data Entry box.

- File all reports in the Telephone Reports binder, which is sectioned by month. The Telephone Usage spreadsheet should be placed on top of all other reports.