



November 19, 2003

OKLAHOMA BULLETIN NO. OK250-4-9

SUBJECT: FNM – Telephone Calls While in Travel Status

Purpose: To provide guidance on official telephone use while in travel status

Expiration Date: September 30, 2004

The following is guidance on Departmental Regulation 2300-3, telephone calls while on travel status, for employees.

Departmental Regulation 2300-3

DR 2300-3 established policy on authorized telephone calls of a personal nature while in travel status. Long distance telephone calls are authorized when an employee traveling for more than one night, i.e., two or more nights on government business, makes a brief call to his or her residence to speak to members of the immediate family. For the purpose of authorized telephone calls of a personal nature, immediate family includes spouse, minor children, and anyone sharing the same residence with the employee. The total amount that may be approved for each travel period cannot exceed an amount equal to \$5 multiplied by the number of lodging nights. For those without immediate family at the official duty station, a maximum of one telephone call per week is permitted to a non-family member within the employee's local duty station's immediate commuting area not to exceed \$5. The local duty station's immediate commuting area is defined as the area for which an employee regularly commutes.

If dependent minor children or dependent family members physically unable to stay alone are moved to a location away from the official duty station's immediate commuting area, authorized telephone calls of a personal nature may be made to this alternate location. The total amount cannot exceed an amount equal to \$5 multiplied by the number of lodging nights.

Employee Responsibilities

- Reimbursement should be claimed ONLY if calls are made as outlined in DR2300-3. The \$5 phone call is not an automatic entitlement for employees on travel status. Travelers are to be prudent with government funds.
- Employees should review vouchers. When the employee signs the voucher, they are certifying that all expenses are legitimate and meet agency regulations and guidelines. This includes the telephone calls during official travel of a personal nature.
- Employees should note in the Remarks Section of the AD-616 Travel Voucher – "Telephone calls of a personal nature are consistent with DR2300-3, dated 5/3/90."
- The amount claimed shall be the exact amount of the call, not to exceed \$5 per night.
- Employees using prepaid phone cards or cell phones to make phone calls please keep in mind the cost per minute.

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Supervisor Responsibilities

- Supervisors should review expenses claimed on employee travel vouchers to ensure agency guidelines are followed by employees.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist