THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Telephone and Facsimile Service	**Number:**	512.2
		Revised:	2/1/98
SUBJECT:	Personal Long Distance Use of Phones, Cellular Phones, and Facsimiles	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	All University Employees		
ISSUED BY:	Office of the Executive Vice President and Chief Financial Officer and Office of the Chief Information Officer		

I. Policy

It is the University's policy to discourage employees from using University phone lines to make personal long distance phone calls. Likewise, it is the University's policy to discourage employees from using University facsimile machines or cellular phones for long distance personal use. However, the University recognizes the occasional need of employees to do this. When these occasions arise, the employee is encouraged to call collect or use a personal telephone calling card which can be obtained from the employee's personal long distance phone company. Employees are encouraged to seek commercial service providers to meet their personal facsimile or cellular needs. If these options for personal long distance phone, cellular phones, or facsimile services are not available, the employee must notify his/her unit of such calls and fully reimburse the institution for all long distance toll charges plus 6% Michigan Use Tax on all long distance calls except international.

II. Procedure

Units should review their procedures for monitoring employee personal long distance phone calls. On the occasion that employees must make personal long distance phone, cellular, or facsimile calls over University phone lines, the unit should collect reimbursement for the toll charges plus the 6% Michigan Use Tax on all long distance calls except international. The payment of toll charges should be deposited to the departmental account that incurred the expense. The payment for the Use Tax should be deposited to account 923510. Financial Operations will then prepare a monthly Use Tax report to the State of Michigan and remit the amount of tax due.

III. Administrative Guidelines

Individual units may establish policies which are more restrictive than the above.

1. The University views fraud or misuse of phone lines as serious. This misuse should be handled through the normal administrative channels.
2. Failure to adhere to this regulation or receive approval for placing personal long distance calls may result in disciplinary action.
3. Failure to reimburse the University for personal long distance calls (whether from phone, cellular phone, or facsimile) is considered unacceptable behavior and is in direct opposition to University policy.