



ADMINISTRATIVE POLICY

Long Distance Calling

POLICY STATEMENT

Access to Nevada State University's long distance telephone service is provided to employees in order to fulfill teaching, research, and administrative responsibilities.

REASON FOR POLICY

The purpose of this policy is to establish requirements for providing adequate tracking and review of long distance telephone charges.

PROCEDURES

The Nevada State University phone system is intended for university related business. If employees have to make personal long distance calls, they should not use the campus phone system to do so. If such personal use is unavoidable, users shall reimburse the institution for those long distance usage charges.

Long distance charges will be reviewed on monthly basis. If the dollar amount for an individual call exceeds \$50, the employee as well as their supervisor will be required to sign off on a justification for the call. Documentation of long distance telephone charges is to be retained for a period of at least three years.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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DEFINITIONS

RELATED INFORMATION

HISTORY

Revised 8/5/24