



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5720 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

REPLY TO
ATTENTION OF:
CEFC-R

January 1999

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-120

SUBJECT: REIMBURSEMENT OF PERSONAL TELEPHONE CALLS DURING TDY STATUS

1. **Purpose.** This Guide prescribes the policy for reimbursement of the cost of personal telephone calls while in a TDY status.
2. **Applicability.** This guide applies to all UFC employees who perform mission assignment temporary duty travel.
3. **References.**
 - a. Appendix O, Chapter 4, Joint Travel Regulation, Volume II.
 - b. CELD-T memorandum dated 16 Oct 98, subject: Reimbursement of Personal Telephone Calls during TDY Status.
4. **Responsibilities and Procedures.**
 - a. In accordance with the above references, travelers may be authorized reimbursement for personal telephone calls to the traveler's home station during TDY status. In general, reimbursement will be limited to one personal call per day while in a TDY status and to the lesser of actual cost or five dollars for each such call (see also para. 4.c. below).
 - b. Reimbursement will be claimed as a miscellaneous expense and supported by a statement in the "Remarks" section of the travel voucher, indicating the date, purpose, and location called for each amount claimed as reimbursable personal telephone call expense.
 - c. The Travel Approving Official (TAO) will have final determination for reimbursement authorization. At their discretion, the TAO may approve additional amounts, if emergency or other circumstances warrant. The basis for approving additional amounts must be documented by the TAO in the "Remarks" section of the travel voucher.
5. Point of contact for this policy guide is James Greene, CEFC-R.

FOR THE DIRECTOR:

BETH KRAUS
Deputy Director, Administration