Any personal long distance phone, cellular, or facsimile (FAX) calls using University equipment are to be made collect or charged directly to an employee’s personal phone card or home number, not dialed direct. If a long distance call should slip through, the employee must add 6% Michigan tax and remit cash or check to the Department Manager or their designee within one week of receipt of the bill.

Long distance phone calls home to inform family of last minute changes in schedule (such as overtime or emergencies) will still be permitted at University expense.