

**PART 301-12–MISCELLANEOUS EXPENSES**

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**301-12.1(a) As a NOAA employee, can I make personal phone calls while on official travel?**

Yes, as specified in NAO 212-10a, effective July 22, 1999.

**301-12.1(b) As a NOAA employee, how do I place personal phone calls while on official travel?**

NOAA employees on official travel must place personal phone calls using either Federal or PrePaid Calling Cards except as noted in NTR 301-12.1(c).

**301-12.1(c) As a NOAA employee, can I claim personal phone calls on my travel voucher?**

As a general rule, personal phone calls cannot be claimed on travel vouchers unless:

- 1) the phone calls are due to emergency conditions;
- 2) the employee did not have sufficient time to acquire Federal or PrePaid Calling Cards; or
- 3) there are other extenuating circumstances.

**301-12.1(d) How do invitational travelers place personal phone calls while on official travel?**

Invitational travelers are expected to use a PrePaid Calling Card. If PrePaid Calling Cards are not available, they can claim reasonable telephone charges on their travel voucher.

**301-12.1(e) Are there any dollar limitations when claiming personal phone calls while on official travel (including ship travel)?**

No. *Department of Commerce Travel Handbook Special Transmittal 98-3*, dated August 12, 1998, removed the dollar limitations when claiming personal phone calls while on official travel. However, when reviewing claims for personal phone calls on official travel, approving officials can use the following as a guideline for reasonableness: \$6.00 a day for domestic travel and \$12.00 a day for foreign travel. Personal phone charges must be specifically authorized when claimed on a travel voucher.

Employees are required to limit personal phone calls while on official travel to a reasonable duration and frequency.

**301-12.1(f) Do approving officials have the latitude to reimburse personal phone costs exceeding the guidelines in *NTR, 301-12.1(e)*?**

Yes. Approving officials have the latitude to reimburse phone costs exceeding these guidelines based on variable phone rates and circumstances of travel.

**301-12.1(g) Do I have to be in a travel status for a certain number of days in order to claim personal phone calls?**

No.

**301-12.1(h) Why should I obtain a Federal Calling card?**

The Federal Calling Card is the least-cost-to-the-Government method for making phone calls while on official travel.

**301-12.1(i) What responsibility does the approving official have for reviewing phone charges on the Federal Calling Card?**

Approving officials must ensure that employees who use the Federal Calling Card while on official travel do not also claim phone calls on their travel voucher.

**301-12.1(j) Who do I contact to obtain a Federal Calling Card?**

Employees should call their servicing Designated Agency Representative (DAR) to order Federal Calling Cards. DARs are authorized ordering agents for FTS2000/1 services.