

Questions concerning the following change in procedure should be directed to Patsy Riley by email at priley@siu.edu or by telephone at 453-1352.



MEMORANDUM

Date: July 8, 2004
To: All Fiscal Officers and Delegates
From: David Bouhl
Deputy Director
Subject: State Employee Reimbursement for Telecommunication Services or Equipment

Effective July 1, 2004, ALL State employees requesting reimbursement for out-of-pocket expenses for any type of telecommunication services or equipment, while on University business, should follow this procedure:

1. Make a photocopy of the entire monthly statement or invoice.
2. Mark through any private information on personal telephone calls contained in your invoice. (Optional)
3. Highlight each telephone call or service you wish to be reimbursed for in YELLOW ONLY.
4. Attach a calculator tape/Excel spreadsheet showing each telephone call to be reimbursed and totaled.
5. Complete an *AP Invoice Distribution Form*, including the description area.
6. Send all above items to:

Information Technology – Telecommunications
Patsy Riley
Mailcode 4432

Your request will be reviewed and processed for payment as soon as possible.

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