

General Manual
Title 250 - Financial Management

Part 480 - Authorized Telephone Calls During Official Travel
Subpart A - General

KS480.0 General

(a) The authority for reimbursement of official telephone calls while in a temporary duty (TDY) status and conducting official U.S. Department of Agriculture (USDA) business is found under the Federal Travel Regulations (FTR), Part 301-12.1. These calls should be reimbursed as a miscellaneous expense on the Form AD-616, Travel Voucher, and noted in the "remarks" section of the travel voucher.

(b) When a traveler on official business in a TDY status makes a personal telephone call within the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands; the cost of the call(s), not to exceed \$5.00 multiplied by the number of lodging nights (must be two or more nights to qualify), may be claimed on Form AD-616. This includes access charges and charges for calls not completed.

Reimbursement for personal call(s) outside the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands is limited to \$7.00 multiplied by the number of lodging nights (must be two or more nights to qualify).

The call must meet all of the following criteria:

- (1) The call is made to a location within the commuting area of the official duty station or the employee's residence
- (2) The call is made to members of the employee's immediate family
- (3) The call is concerning household matters

(c) If traveling to a federal government site, calls may be made from a federal telecommunications system, if one is available or other federal communication systems available to official travelers.