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<b>Name:</b>	<b>Telephone Services – Placing Long Distance Calls</b>
Policy Number:	2-1009
Origin:	Information Technology Systems & Support (ITSS)
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Responsibility:	Director, Information Technology Systems & Support
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### **Long Distance Calls (On-Campus)**

All long distance calls are to be made by dialling 9-1-area code-seven digit number or 9-1-011-country code-telephone number. The cost of an operator assisted call (0 + dialling) is significantly higher than any placed by direct distance dialling, thus this is not an acceptable procedure.

### **Long Distance Calls (Off-Campus)**

A calling card will be issued to authorized individuals and departments for long distance calls made off campus to enable them to pursue their institutional responsibilities efficiently and effectively. See policy [2-1005 Telephone Services – Calling Cards](#) for more information.

### **Third Party Calls**

Charging long distance calls as a third party to the University is **not** an acceptable procedure.

### **Reimbursement**

Long distance business calls made while travelling or at home should be made by an authorised calling card. These charges will appear on the University's phone bill and do not require reimbursement.

Where a calling card was not used, long distance charges will be reimbursed through a

travel Expense Report (substantiated by a copy of the telephone or hotel bill). The [Expense Report](#) form may be accessed online.  
(<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>).