

Communication Expense

For Official State Business – All business communication costs may be reimbursed, receipts required.

- For international travel - up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.

***Note:** If a traveler has an official state phone and/or is receiving a monthly stipend, reimbursements for personal calls domestic and/or international are not allowed.*

- Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. (Receipts are required if billed separately and not charged to the hotel bill and must be paid or charged on personal card only.)

***Note:** Domestic communication expenses are now included in the \$5 per day incidental expense and cannot be an additional request.*