**LONG DISTANCE PHONE CALLS**

In order to comply with University policy, all personal long distance phone calls made by staff must be reimbursed to the University.

You will receive an e-mail with an itemized phone bill if long distance charges are associated with your phone. Please review the bill and bring payment for any personal long distance calls to April Fossen.

April Fossen

[afossen@kued.org](mailto:afossen@kued.org)

801-581-5136

Please call Sammie Tollestrup with any questions:

Sammie Tollestrup

KUED Accounting Specialist

(801) 585-6014

Updated by Sammie Tollestrup

8/16/18