
MANAGEMENT

**AUTHORITY TO REIMBURSE EMPLOYEES FOR
BUSINESS CALLS MADE ON PERSONAL CAR PHONES**

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**Attachment A: SF 1164 - Claim for Reimbursement for Expenditures
on Official Business**

PURPOSE This MAPP specifies the policy and procedures for obtaining reimbursement for official government calls incurred by Center personnel on personal car phones.

REFERENCE

Food and Drug Administration, Staff Manual Guide 2760.5, *Standards for Cellular Telephone*, July 7, 1995.

DEFINITION

Personal car phones. Cellular telephones installed in privately owned vehicles (POVs) and portable hand-held cellular phones.

POLICY

- It is the policy of the Center for Drug Evaluation and Research (CDER) to support the judicious use of personal car phones for official business to meet unusual circumstances.

- Reimbursement will cover business phone calls made on personal car phones and landline charges/network surcharges associated with each business call.
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FORM USED

Claims for reimbursement of business calls made on personal car phones should be submitted on SF 1164, "Claim for Reimbursement for Expenditures on Official Business."

APPROVAL AUTHORITY

Center Program Specialists have the authority to approve claims made on SF 1164 for reimbursement costs for official business calls made on personal car phones.

RESPONSIBILITIES AND PROCEDURES

Employee

- Prepares an original and at least one copy of Form 1164 "Claim for Reimbursement for Expenditures on Official Business" and attaches copy of relevant phone bill to completed form. Cellular telephone account number should be removed from the phone bill before submission.
- Certifies on SF 1164 or separate sheet that all calls submitted as official business are necessary in the interest of the Government. Certifications must be signed by employee.
- Signs in Block 10 on SF 1164 and forwards to the Division Director for concurrence.
- SF 1164s for less than \$10 will be returned to the employee by the Program Specialist. Employee should combine returned claims to total \$10 or more and submit them to the Program Specialist for further processing. A balance under \$10 may be carried over to a new fiscal year. However, accounting data for each fiscal year must be stated on the SF 1164.

Division Director

- Reviews and initials concurrence on SF 1164 in margin of Block 8.
- Forwards 1164 packet to Program Specialist.

Program Specialist

- Reviews phone records against SF 1164 to ensure consistency.
 - Verifies that relevant phone bills and signed employee certification are attached and accurate.
 - Completes accounting data on SF 1164 (CAN#, D#, Object Class Code).
 - Approves SF 1164 in Block 8.
 - Charges against appropriate Miscellaneous Obligating Document (MOD).
 - Returns SF 1164s that are less than \$10 to employee.
 - Submits the original SF 1164 (\$10 or more) with attachments to Office of Financial Management, HFA-123, for third party draft reimbursement. Reimbursement will be mailed to employee's home.
 - Retains all records for three years for administrative use and control purposes.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

