

OFFICE OF MANAGEMENT

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Authority to Reimburse Employees for  
Business Calls Made on Personal Car Phones

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**PURPOSE**

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

- Food and Drug Administration, Staff Manual Guide 3220.5, Standards for Cellular Telephone, July 7, 1995.
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**DEFINITION**

- **Personal car phones:** Cellular telephones installed in privately owned vehicles (POVs) and portable handheld cellular phones.
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**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.

**ELECTRONIC SYSTEM AND FORM USED FOR REIMBURSEMENT**

- Claims for reimbursement of business calls made on personal car phones should be submitted in Govtrip using the local voucher miscellaneous form.
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**APPROVAL AUTHORITY**

- Center Program Specialists and/or Management Officers have the authority to approve claims for reimbursement costs for official business calls made on personal car phones.
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**RESPONSIBILITIES AND PROCEDURES**

**The Employee will:**

- Prepare a reimbursement local voucher in Govtrip, make a copy of the relevant phone bill, and submit both to the Program Specialist or Management Officer. The cellular telephone account number should be removed from the phone bill before submission.
- Certify in Govtrip that all calls submitted as official business are necessary in the interest of the government. Certifications must be electronically signed by employee.

**The Program Specialist or Management Officer will:**

- Review phone records against claim for reimbursement submitted in Govtrip to ensure consistency.
  - Verify that relevant phone bills and signed employee certification are provided and accurate.
  - Complete accounting data in Govtrip (CAN#, tagging information, object class code).
  - Approve the claim for reimbursement in Govtrip.
  - Charge against the appropriate funding type.
  - Retain all records for administrative use and control purposes.
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**EFFECTIVE DATE**

This MAPP is effective upon date of publication.