Middle Tennessee State University
Employee Reimbursement of Long Distance or Wireless Charges

Use this form to calculate the amount to be reimbursed to the University for personal long distance calls or wireless charges. Per MTSU Policy No.: IV:04:12, “If personal calls are made, reimbursement by the employee must be made, …”. Also, per MTSU Policy No.: IV:04:18, “If a personal call is made or received, the employee must reimburse the University for the charges.”

To reimburse for the cost of long distance or wireless charges, follow these steps:
1. Determine the total charges to be reimbursed, intrastate and interstate separately.
2. Enter the amounts in the respective blanks below.
3. Add the intrastate and interstate amounts to determine the amount to credit to the department account.
4. Calculate the sales tax amount on the intrastate and interstate amounts as shown.
5. Pay the cost of the calls and sales tax to the Business Office cashier.
6. Attach documentation of charges and reimbursement, then file in your department.

Date ________________________

Employee Name ________________________

For the Period _________________ Through ________________

Amount of intrastate charges ________________________

Amount of interstate charges ________________________

Amount to reimburse to department ________________________

Deposit to ________________-

Dept. Account No. -74225

Amount of intrastate charges ________________________

Times 9.75 % Sales Tax ________________________

Tax amount on intrastate charges ________________________

Deposit to 0-10000-21200

Amount of interstate charges ________________________

Times 8.5 % Sales Tax ________________________

Tax amount on interstate charges ________________________

Deposit to 0-10000-21200

Summary

Amount to reimburse to department ________________________

Tax amount on intrastate calls + ________________________

Tax amount on interstate calls + ________________________

Total to pay cashier ________________________