

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	<u>_____</u>	Deposit to _____ -4225
		Dept. Account No.

Amount of intrastate charges	_____	
Times 9.75 % Sales Tax	<u>X .0975</u>	
Tax amount on intrastate charges	<u>_____</u>	Deposit to 0-10000-2120

Amount of interstate charges	_____	
Times 8.5 % Sales Tax	<u>X .085</u>	
Tax amount on interstate charges	<u>_____</u>	Deposit to 0-10000-2120

Summary

Amount to reimburse to department	_____	
Tax amount on intrastate calls	+ _____	
Tax amount on interstate calls	+ _____	
Total to pay cashier	<u>_____</u>	