

## **9.20 Costs of Official Telephone calls from Private Residences**

This policy is about the reimbursement of the cost of work – related business calls made from your home.

- Certain employees, Designated Officers, will receive an annual telephone allowance – Section 2.1 Reimbursement of Costs
- If you don't receive a telephone allowance you are able to reclaim the cost of calls – Section 2.2 Reimbursement of Costs
- The amount you can reclaim for the cost of calls is shown in Annex 1

**The following terms within this policy are defined in the glossary:**

Staff Officer, designated officer, non-designated officer, telephone subscriber

**You may also be interested in the following policies:**

9.21 Mobile Phones

This policy is version 2.0

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

## **9.20 Telephone Calls from Private Residences**

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## **1 Introduction**

This section sets out the rules for reimbursing the cost of official telephone calls made by Civil Servants from their private residences. Departments may designate officers with a salary not exceeding the maximum of the scale of a Staff Officer who, by the nature of their work, must have a telephone installed in their homes.

## **2 Reimbursement of Costs**

2.1 Where you are a designated officer and the telephone subscriber you will be paid a taxable telephone allowance of £100 per year in place of reimbursement of connection and rental costs. This allowance will be payable in addition to the reimbursement of the actual cost of official calls which will continue to be non-taxable.

2.2 If you are a non-designated officer you may be reimbursed, at the rates shown in Annex 1, the cost of official calls made by you on your private telephone.

## **3 Method of Calculating Cost of Official Calls**

3.1 You are responsible for recording the cost of official calls made from your private telephone. Their Department will instruct them how to do this.

3.2 If you are incurring substantial bills for official telephone calls, the Department may, at its discretion, authorise the installation at Departmental expense of a meter which will show the number of units used in a particular call. You should then refer to the meter to record the number of units used for each call made.

3.3 If you have occasion to make many official calls from your home, and usage of the telephone is consistent, you may, at Departmental discretion, instead of keeping a detailed record, be given a fixed allowance of units to cover the cost of all calls. Such an allowance will be reviewed at reasonable intervals and for this purpose you must keep a full record of your official calls for a reasonable period to allow comparison to be made.

3.4 On receipt of your telephone account the you should submit a claim to your Department for reimbursement of the cost of the agreed number of units.

3.5 Reimbursement of the costs referred to in paragraphs 2.1 and 2.2 should include Value Added Tax (VAT).

**ANNEX 1 - COST OF OFFICIAL TELEPHONE CALLS FROM  
PRIVATE RESIDENCES**

**RATES OF REIMBURSEMENT OF NON-DESIGNATED OFFICERS**

**LOCAL CALLS**

Actual cost of call plus 2.5 pence.

**TRUNK ALLS**

Actual cost of call plus 5 pence.