

# NEBRASKA POWER REVIEW BOARD

## POLICY NO. 1 LONG DISTANCE TELEPHONE CALLS

### I. Purpose.

This policy describes when long distance telephone calls made by board members or employees of the Nebraska Power Review Board may be considered an allowable state expenditure.

### II. Calls Pertaining To State Business

Charges for long distance telephone calls will either be paid by the Board directly (by using a state calling card), or the Board member or employee will be reimbursed, for any calls relating to state business. This policy is effective regardless whether the Board member or employee is in travel status. Board members and employees may be provided a state-issued telephone calling card.

### III. Calls Not Pertaining to State Business

- A. Charges for long distance telephone calls not related to state business may be considered a state expense and may be paid by the Board (or the cost of the call reimbursed to Board members or employees) under the following circumstances:
1. The Board member or employee is in travel status on state business.
  2. The Board member or employee is allowed two (2) calls for each 24-hour period he or she remains in travel status, subject to the total time limitations set out in paragraph 3 below.
  3. The Board member or employee shall be allowed to make calls totaling ten (10) minutes per 24-hour period he or she remains in travel status.
  4. There shall be no restrictions regarding who the Board member or employee may call, or the reason for the calls.
- B. Telephone access charges shall be reimbursable.
- C. The above limitations may be waived by the Board Chair or the Executive Director in the case of an emergency or other exigent circumstances.