

Employee Telephone Record

Month: _____

I understand that personal long distance calls from state telephones are to be made only in an emergency situation. The following personal, long distance telephone calls were made by me and were made because of an emergency. I will reimburse the agency when the cost of the call is identified. No other long distance, personal calls were made by me for the report period.

Date	Number <i>from</i> which call was made	Number called	Location called (City, State or Country)	Cost (To be identified when calls are billed)

Check here if no personal, long distance calls were made for the report period.

I certify that the statements given above are just, accurate and true.

Employee: _____

Date: _____