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To: Service Directorate

From: Assistant Director - Business Management and Operations
/signed/Janine Velasco, Assistant Director

Subject: Phone Calls on Official Business Travel

The Department of Interior (DOI) has issued FMM 2017-017, which addresses the use of government calling cards for official and personal calls while in Temporary Duty (TDY) status or in local travel. DOI discontinued issuing government calling cards early this fiscal year and existing cards were discontinued on June 1, 2017. Calling cards from private vendors can be procured using office purchase card with proper approval. Travel cards should not be used to procure calling cards. Supervisors must account for and control these call cards and adhere to IAW the guidance provided by IRTM.

Travelers are still authorized reimbursement for personal phone calls made from hotel room telephones that relate to official travel (e.g., change in travel plans, emergency situations, etc.). However, per Departmental policy, this reimbursement is limited to two cents a minute up to 15 minutes or 30 cents-a-day. This reimbursement does not apply to permanent change of station (PCS) moves, such as the employee traveling en route without family.

If travelers use their personal cell phone, personal calling card, or other personal telecommunications device for either business-related or personal calls while in TDY, PCS, or local travel status, there is no reimbursement to the traveler.

If you have any questions, please contact your Regional Travel Coordinator or Marvin Wilson, Division of Financial Management, at (703) 358-1781, or marvin_wilson@fws.gov.

Attachment