

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER B-7**

<b>REFERENCE:</b> Board Rule 7500 (7500.10)	<b>TOPIC:</b> Reimbursement District Related Car Telephone Calls
<b>ISSUE DATE:</b> March 15, 1988	<b>INITIATED BY:</b> Chancellor's Office
<b>CHANGES:</b>	<b>DATE OF CHANGES:</b>

The following procedures have been established to reimburse members of the Board of Trustees for District-related phone calls made on their personal cell phones:

1. In order for the reimbursement payment to be made, the District must be provided with the original invoice from the telephone company.
2. The invoice should include the following information:
  - a. the name and address of the person to be reimbursed
  - b. a listing of all telephone calls and the circling of those incoming and outgoing calls that pertain to District business
  - c. indicate the total amount of reimbursement being requested
  - d. signature certifying that the request for reimbursement represents costs related to District business
3. The owner must pay for all incoming and outgoing calls prior to filing reimbursement invoice.
4. Submit the invoice to the Chancellor's Office for approval.

The Chancellor's Office will sign the invoice approving it for payment, provide the account number that it should be charged to, and indicate the Board action that authorizes the reimbursement (CD Comm No. 1, 1/20/88). Invoice will then be forwarded to Disbursements for payment.