



## **INSTITUTIONAL POLICY: GA-22**

Category: General Administration  
Subject: Telephone Service - Long Distance Use  
Effective Date: January 16, 2012  
Updated: N/A  
Applicability: Employees

### **GA 22-1. Authority**

- 1.1 W. Va. Code § 18B-1-6
- 1.2 W. Va. Code § 6B-2-5(b)(1)

### **GA 22-2. Policy**

Personal long-distance calls shall be reimbursed by employees.