



Name: Telephone Services – Placing Long Distance Calls
Policy Number: 2- 1009
Origin: Information Technology Systems & Support (ITSS)
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Responsibility: Director, Information Technology Systems & Support
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Long Distance Calls (On-Campus)

All long distance calls are to be made by dialling 9 1- area code seven digit number or 9 1- 011- country code telephone number. The cost of an operator assisted call (0+ dialling) is significantly higher than any placed by direct distance dialling, thus this is not an acceptable

travel Expense Report (substantiated by a copy of the telephone or hotel bill). The [Expense Report](#) form may be accessed online.
(http://smu.web5.smu.ca/pages/financial_services/internal_forms.php).