



United Arab Emirates University

Section	:	ADM-CAM
Procedure	:	02-01
Supporting Policy Number	:	ADM-CAM-02 (Telephones – Direct Line and Mobile)
Approval Date	:	18/09/2008
Effective Date	:	01/11/2008
Date Last Revised	:	---
Responsible Office	:	Secretary General

Procedures of Expenses of Telephone Calls

In connection with the University Policy No (2) Administration Affairs – Campus issued by the Chancellor's Decree No (128/2004) dated 05/09/2004 concerning Telephones – Direct Line and Mobile, the following procedures shall be applied for the expenses of telephone calls of the University:

- (1) The University shall pay all expenses for telephone lines used by office of the Chancellor, the Vice Chancellor, Provost and Secretary General.
- (2) The University shall pay a monthly allowance as indicated below:
 - Provost Assistants, Deans and Directors of Departments in the First Rank shall be paid an amount of AED 750 (AED Seven Hundred Fifty)
 - Some staff whose the nature of their job necessitates using mobile phones shall be paid an amount of AED 50 (AED Fifty) to AED 150 (AED One Hundred and Fifty), upon approval of the Secretary General.
It's permitted upon the approval of the Secretary General, and for reasons He / She may appraise to authorize this allowance for any of the University staff and may exceed the set limits of the allowance mentioned hereof.
- (3) Mobiles, car telephones and home telephones which were granted by the University for the categories mentioned in item No (2) shall be cancelled.