The following instructions are for employees who have been pre-approved to submit an expense related to using a personal mobile phone for business use.

          Submit your cell phone expense using the following information:

­   **Expense type:** Telephone

­   **Payment type**: Others **Billing type**: SG&A/ Nonbillable **Description**: Monthly cellphone reimbursement for month **Accounting detail:** Use the same RU, project codes, etc.., as your weekly timesheet unless instructed by your manager to use an alternative. If you are not sure of the accounting default consult with the Expense Team before submission to avoid delays in reimbursement.

         Ensure you use the last day of the month as the expense date while submitting an expense report.  For example, if you are submitting for the month of October, use the expense date as 10/31, November as 11/30, and so on.

        The Time and Expense team will verify your submitted claim against a master record and no authorization email will be required to send as a backup.

* If you have any questions on expensing charges prior to receiving your authorization mail please contact the FF Time & Expense Team [FFTimeExpense.Team@nttdata.com](mailto:FFTimeExpense.Team@nttdata.com)

       When expensing international calls, you must also attach the approval email from your Senior Vice President authorizing you to expense international charges and it must be dated prior to your date of travel.

Any employee who is submitting an expense for international business calls placed from their cell phone should submit a request in Remedy to receive a \*reliance account.

**The Remedy request must be include the Employees Business unit number & Reporting unit number paying the associated charges, and must be approved at the director level.**

**Submit the request to the Telecommunications team**

**Select Reliance account as the IT System and Service type**

**Select your Director as the approver, if you Director’s name is not able to be selected please attach an e-mail to the request from your director authorizing the account and select your manager as the approver.**

When using Reliance to place international calls, the cost of the call is reduced and is not charged to your phone.  For example, when calling an India number from your phone using Reliance, the cost of the call is charged at $0.07 per minute while the carrier can charge up to $0.99 per minute.  The associated charges are paid directly by Keane, and the costs accrued are charged back to each employees reporting unit.

\*All accounts provided are intended for business use only.

**If you have any questions on how to submit your expense or submitting additional expenses, please contact the time and expense team at** [**FFTimeExpense.Team@nttdata.COM**](mailto:FFTimeExpense.Team@nttdata.COM)**.**

**No costs related to any equipment purchased may be expensed.**