



Information on using the State of Kansas Telephone System is located on the KDADS' Intranet site at **<https://intra.aging.ks.gov>**. Employees are permitted the use of telephone equipment to the extent there is no cost to the agency in terms of time lost or supplies used. Employees are prohibited from charging personal long distance calls to the agency.

Expenses for official telephone calls, FAX transmissions, or other authorized communications that are paid by the employee may be reimbursable.