

## Using your Mobile Phone whilst on a Business Trip

Please make sure you read and understand the University's Mobile Device Agreement which covers both Personal phones and University issued phones that are used for business purposes the agreement can be found by following using the following link <http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme/8>

### Using a Mobile Device Overseas

The use of mobile devices overseas can lead to potentially significant costs, for example through data roaming, as well as risks to the device. It is therefore advised all travellers turn off data roaming while they are travelling abroad and only turn on this function if required to do so for business purposes.

Users **MUST** obtain approval from their Dean of School / Professional Service for overseas travel with a University Issued Mobile Device. If the user has advised they will be taking a University Issued Mobile Device when submitting the online Travel Request further approval is not required.

It is the **User's responsibility** to contact the ITS Service Desk before travel to arrange for the correct package to be applied to their phone and also to receive and implement operational instructions on applying settings to ensure no unnecessary and avoidable costs are incurred.

As per Finance rules, the costs for a single international trip will be paid by the University up to a maximum of £50.00 (NOTE: that this should not be the claim for every international trip) regardless of whether the mobile device is University issued or personally owned (local arrangement).

Costs over and above this for University devices for an international visit will be reclaimed from the individual.

There is no University policy on the re-imburement of costs or data plans for Personally Owned Mobile Devices. Any such arrangement should be determined locally.

### Using Wi-Fi Overseas

A large number of countries throughout the world offer free Wi-Fi connectivity in a large number of public buildings and most hotels provide free Wi-Fi to guests as standard either in the public areas or in the guest's room.

Please check with the travel office if it is not stated on your hotel confirmation whether Wi-Fi is available free of charge.

### Calling the UK from Overseas

If you are required to call the UK while abroad please remember to dial 0044 and drop the first 0 from the telephone number.

I.e. The University of Salford's switchboard number when calling from overseas would be:  
0044 161 295 5000