Remote Employee Expense Reimbursement Policy

Title: Remote Employee Expense Reimbursement Policy	
Department: IT, Human Resources, Finance	**Version:** Original
Approved by:	**Approval Date:**
Senior Management Approval:	
Effective Date:	**Last Updated:**
Author:	
Scope This policy applies to all <company name> locations and includes its employees working remotely.	
Responsibility <Company name's> IT Department is responsible for managing, upgrading and maintaining the elements and components of the company's computing environment, including, but not limited to, all hardware, systems, associated peripheral devices, and primary and secondary software applications. In particular, this policy specifies guidelines for reimbursing IT networking employees working remotely (e.g., at home or in an alternate office). The IT Department is also responsible for maintaining and updating this policy with the approval of the Vice President and Chief Information Officer (CIO), Chief People Officer (CPO), President and Chief Executive Officer (CEO).	
Objectives The objective of this policy is to facilitate the reimbursement of approved expenses incurred by IT employees while performing their duties remotely.	
Strategy <Company name> recognizes the importance of its remote workers and wishes to ensure that expenses they may incur in the course of their remote work are reimbursed within specific guidelines. This policy applies to all employees working either at a home office or at an alternate approved company location.	
Policy Information Technology employees whose primary workplace is at a location other than the company headquarters are expected to incur expenses associated with the performance of their duties. These expenses may include, but are not limited to, internet and remote access to company services; local landline service, work equipment (e.g., laptops and printers), applications, systems and network resources; electricity; office supplies; and furniture. Successful reimbursement will be facilitated by employees recording expenses in an expense reporting system, obtaining management approval and submitting them within a specific time period. The following is the expense reimbursement policy for remote workers: 1. <Company name> defines remote working as when employees use as their primary work location a site other than <company name> headquarters. <Company name> will carefully review each employee's application to work remotely on an individual case basis. 2. Type of remote work arrangement -- The options available for employee work include full-time in-office, full-time remote or a hybrid in-office/remote arrangement based on an approved schedule. The employee and management will determine the arrangement best suited to the employee and company expectations. When	

an employee shifts to a different work arrangement, e.g., transitioning from remote work to in-office work, expense reimbursements will be assessed and changed as needed.

3. Performance expectations for remote workers -- <Company name> expects employees working remotely to perform their duties to the same level as if they were working in <company name> headquarters.

4. Types of reimbursements permitted -- The expenses to be reimbursed may include, but are not limited to, internet access; remote access to company information services; and desktop equipment, including laptops, displays, system units, printers, network access devices, office supplies and wireless phone service.

5. Remote work expense reimbursement items may include, but are not limited to, remote network access to <company name> information resources; internet access; office equipment (e.g., laptop computers and printers); wireless cell phones; office supplies; electric power; office furniture; and others that will need to be approved by IT management and Human Resources.

6. Items that may not be authorized for expense reimbursement may include upgraded laptops, expensive office chairs, additional storage cabinets, adjustable stand-up work desks and other items. Such items must be reviewed and approved by management before reimbursement may be made.

7. All remote employees must enter their expenses into an automated expense reporting system for tracking and reimbursement. All non-electronic remote work expenses (receipts, bills) must be entered into the expense reporting system by scanning the receipt for entry into the system. Employees submitting expense reports will need to send the reports to their supervisors for approval before they can be submitted for payment. Expense reports must be submitted by 5:00 pm EST every Friday. Late submissions may be delayed in their approval and reimbursement and may be cause for a citation in the employee's personnel file; chronic lateness may result in loss of remote expense reimbursement and possible termination.

8. <Company name's> reimbursement method is to reimburse each approved expense item; <company name> may alternatively offer a flat monthly stipend or per diem amount that covers anticipated expenses. This is to be coordinated with IT, Human Resources and Payroll departments.

9. <Company name> will reimburse a percentage of documented remote work expenses in the amount of 30% for network services (a local landline and internet access), 25% of cell phone costs, and up to 100% of expenses for items like office supplies and furniture. <Company name> reserves the rights to purchase items such as laptops, printers, cell phones and furniture and have them labeled as company property.

10. Employees with a disability may apply for additional consideration for expense reimbursement based on the nature of the disability and compliance with the Americans with Disabilities Act (ADA).

Applicability of Other Policies

This document is part of <company name's> suite of human resources and technology policies. Other policies may apply to the topics covered in this document, and as such, the applicable policies should be reviewed as needed.

Enforcement

This policy will be enforced by the Information Technology Department in partnership with the Human Resources Department.

Management Review

IT management, with support from Human Resources and Finance departments, will review and update IT policies on a quarterly basis at <company name>. As changes to IT policies are indicated in the course of business, IT management may launch a change management initiative to modify the policy(ies). All <company name> IT policies will be available for review in the course of scheduled IT audits.