

Reimbursement for Reasonable and Necessary Increased Internet Expenses While Telecommuting (COVID -19)

If an employee believes they have incurred reasonable and necessary business-related internet expenses that are in addition to expenses that the employee would otherwise have expended if they were not telecommuting, they may be entitled to reimbursement. An example would be those employees who previous to March 2020, did not have internet connectivity.

In order for expenses to be considered, the employee should submit evidence that their expenses have increased. Examples of the following documentation that would be considered would include an email confirmation of the installation and first month's billing. Please submit the following documentation to your appropriate administrator.

- Email confirmation of initial installation from internet provider and billing.
 - Subsequent monthly bills identifying the internet expense.
 - Reimbursement of one-time installation cost for the install D W L R Q time, P a n G H P
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Reimbursement for Reasonable and Necessary Increased Internet Expenses While Telecommuting (COVID -19) Form

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- Email confirmation of initial installation from internet provider and billing.
- Subsequent monthly bills identifying the internet expense.
- Reimbursement of one-time installation costs for the L Q V W D O O D W L R Q W L P H P R G H P D Q G b access unit will be considered up to \$200.
- Reimbursement of monthly cost will be made at 50% of the cost to a maximum of \$30/month.