

# Remote Work Expenses Reimbursement Policy

## Purpose

This policy outlines the reimbursement of expenses incurred by employees while working remotely. It ensures that employees are supported in maintaining a productive remote work environment without bearing undue personal costs. Reimbursements are provided for qualifying expenses related to remote work setups and operations.

## Scope

This policy applies to all full-time and part-time employees who have been employed for more than 6 months and are approved for remote work arrangements.

## Eligible Expenses

Employees may claim reimbursement for remote work-related expenses up to a maximum of \$500 per calendar year. Qualifying expenses include, but are not limited to:

- Office supplies (e.g., paper, ink, stationery).
- Internet or Wi-Fi upgrades necessary for work.
- Ergonomic equipment (e.g., chairs, desks, monitors).
- Software or tools required for job duties (e.g., VPN subscriptions).
- Utility increases attributable to remote work (e.g., electricity, heating).

Expenses must be pre-approved by a supervisor and directly related to job performance. Receipts must be provided for all claims.

## Non-Eligible Expenses

The following are not reimbursable:

- Personal items not related to work (e.g., home decor).
- Expenses exceeding the \$500 annual limit without prior executive approval.
- Costs incurred without prior authorization.
- Fines, penalties, or losses of personal property.

## Procedures

To claim reimbursement:

1. Obtain pre-approval from your supervisor for any anticipated expenses.
2. Keep all receipts and documentation.
3. Submit an expense reimbursement form to the accounting department within 30 days of the expense, attaching receipts and a brief explanation of how the expense supports remote work.
4. Reimbursements will be processed in the next payroll cycle after approval.

The company reserves the right to audit claims and deny reimbursements that do not comply with this policy.

## Additional Details

- The annual limit resets on January 1 each year.
- Employees must report any changes in remote work status that could affect eligibility.
- This policy complies with relevant tax laws; reimbursements may be taxable in some jurisdictions.