

WORK FROM HOME EXPENSE REIMBURSEMENT REQUEST FORM

To be completed by employee and attached to the Concur expense report as the receipt.
Please select "**RO Reimbursement**" as the expense type in Concur.

Employee Name:

Steven McEvoy

Employee Person Number:

18711

Job title:

Local Sales Manager

Department:

Sales

Business Purpose:

Work at home internet reimbursement Feb 2021

Employment Status (full-time 30-40 hours/week, or part-time less than 30 hours/week):

FT

Work from Home expense reimbursement for [SELECT MONTH YEAR i.e January 2021]

44228

Work from Home Status (full-time for \$50/month or part-time for \$30/month):

FT

For questions, please refer to the Work from Home Reimbursement memo, see your supervisor or Business Manager.