

## WORK FROM HOME EXPENSE REIMBURSEMENT REQUEST FORM

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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:**

Ian Alexander

**Employee Person Number:**

48531

**Job title:**

Sr. Financial Analyst

**Department:**

RSN Finance

**Business Purpose:**

WFH Expense Reimbursement

**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]**

Jan-21

**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.