

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:

Ralph Lewis

Employee Person Number:

48273

Job title:

ENG Photographer

Department:

Production

Business Purpose:

WFH Expense Reimbursement-January 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]

Jun-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.

FT	Jan-21			
PT	Feb-21			
	Mar-21			
	Apr-21			
	May-21			
	Jun-21			
	Jul-21			
	Aug-21			
	Sep-21			
	Oct-21			
	Nov-21			
	Dec-21			