

## 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:

Galvez de Montoya

Employee Person Number:

48855

Job title:

Marketing Associate

Department:

Sales

Business Purpose:

Internet

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.