



### Business-Related Internet Reimbursement

This form is to be used for the authorization of business-related internet service reimbursement during voluntary hybrid work from home schedule. **This form must be submitted in Emburse expense for payment processing.**

**PAYMENT INFORMATION**

Employee Name:	Red ID:
Department:	Title/Position:
Email Address:	

Period Covered:	From:	To:		
Monthly Rate (A)	# of People in the Household (B)	Costs Eligible for Reimbursement (C = A/B)	% of Home Business Use (D)	Monthly Reimbursement (C x D = E)

Remote working days are based on a per week basis.

**Percent of Home Business Use:**  
 5 days = 23.8% (100% remote)  
 4 days = 19% (80% remote)  
 3 days = 14.3% (60% remote)  
 2 days = 9.5% (40% remote)  
 1 day = 4.8% (20% remote)

No. of Months to be Reimbursed  (F)

Total Reimbursement  (E x F)

Additional Justification:

The last internet service invoice must be attached to this request. By submitting this form, the employee is indicating that the invoice is representative of the basic service plan and that he/she does not already receive internet reimbursement from other sources.

**ALL SIGNATURE AUTHORITY APPROVALS WILL BE DONE THROUGH EMBURSE**