

Remote Work Expenses during COVID-19

As a result of working remotely, some University of the Pacific employees (staff and faculty) have experienced increased expenses for additional cell phone minutes, data plans or internet costs. If you have experienced work-related increases in the cost of cell phone minutes, cell phone, data plans or internet data services since March 15, 2020, you may follow the below steps to seek reimbursement:

1. Discuss your request with your manager/supervisor to obtain agreement that your job duties, while working remotely, have required additional cell phone minutes/data and/or additional internet expense.
2. Complete this form.
3. Attach a dated receipt or invoice to this document clearly identifying the new expense. (Redact any sensitive personal information)
4. When this form is completed, complete a Reimbursement form and send the packet to Accounts Payable. Accounts Payable will not process a reimbursement if this form and receipts/invoice are not attached.

Note: This form with receipts will need to be submitted each month for reimbursement.

Date: _____ Supervisor Name _____

Employee Name: _____ Employee ID number: _____

Cell Phone/Billing Address: _____

Amount Requested: _____

Reasons why work-related costs for cell phone minutes, cell phone data or internet data services increased:
