

MEMO

DATE: April 22, 2020
TO: Algonquin College Employees
FROM: Grant Perry, Chief Financial Officer
SUBJECT: Employee Reimbursement Program for Interim Work from Home Arrangements

The purpose of this program is to respond to employee concerns regarding incidental expenses incurred in order to effectively work from home during the COVID-19 pandemic, and public health guidance surrounding staying home, physical distancing and the government regulations surrounding essential services.

Reasonable direct incremental costs for telecommunications and additional internet capacity and services are included. Examples would include reimbursement of specific business related to long distance charges (landline or cellular), or incremental internet package costs for an employee who has had to increase their basic internet package to accommodate minimum speed requirements. Claims for incremental internet costs (new package monthly cost less old package monthly cost) must be justifiable based on minimum requirements and would not normally include premium level internet packages. Please also note that many internet service providers have temporarily waived any surcharges for excess data consumption.

Reasonable amounts for small dollar purchases (<\$200) for office supplies and typical office accessories are included. Examples would include pens, paper, sticky notes, monitor stands, armrests, mouse pads, document holders, footrests, and laptop accessories that improve functionality of small office equipment.

All claims for reimbursement are subject to budget holder approval and should only include typical expenditures that would be allocated to office supplies, internet service or telecommunication costs.

To obtain reimbursement, please complete an expense report in Workday and attach a copy of the receipts with your expense report. Claims for long distance charges should be supported by a copy of the phone bill with the charges to be claimed clearly identified. Claims for internet costs should clearly identify on the monthly bill(s) the difference between previous charges and new monthly charges.

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Information on how to complete an expense report can be found on the Workday home page in the Employee User Guides section. Select the Guide titled Create Expense Report – Non-Travel or click [here](#).

If you are unable to submit an expense report due to connection issues, you may send a copy of your receipts to your supervisor. Your supervisor will then forward your receipts along with the cost center and account coding to payroll (payroll@algonquincollege.com) for input into Workday. Once approved, payment will be made to you by direct deposit within 1-2 weeks.

If you have any questions or concerns, please contact James Pede, Manager, Operational Accounting at pedej@algonquincollege.com.