

## **Reimbursable Business Expenses – Working from Home Updated 02/01/2021**

The following guidelines are intended to provide updated information regarding remote work environments, including reimbursable business expenses, during COVID. Please contact your department head/program administrator with any questions. These are temporary solutions while many Getty staff continue to work from home and are subject to change.

### Office Supplies

For basic and essential supplies required to do your work, follow standard expense reporting and approval policies.

### Equipment

In general and where possible, monitors, personal (local) printers, keyboards and mice should be collected from the site(s). Staff going to any Getty site to pick up equipment should consult their Asset Administrators, who will send an email to Getty Digital Help Desk noting the Asset Number of the equipment collected. Further, approval for a visit to the site(s) must be given by the appropriate head/program administrator.

In some circumstances, equipment should remain at the Getty and NOT be taken home, for example

- staff may be required to rotate between working from home and working from office (e.g. 2 days on site and 3 days WFH)
- a monitor cannot be collected (e.g. it is attached to a sit-stand workstation or too heavy/too large for the staff to safely transport to their home)
- the office equipment is unsuitable for home (e.g. the office monitor is too big or too heavy for the desk at home)

Purchases of home monitors and printers are unusual and must be approved by department heads/program administrators and then made by, or coordinated with, the Asset Administrator. Only Getty standard models may be purchased. All monitors and printers purchased at Getty expense are Getty assets and staff must return them when upon request or when their employment ends.

With their department head/program administrator's approval, staff can directly purchase accessories - e.g. keyboard, mouse, home Wi-Fi equipment (router, switch and extender - up to \$200), ink and paper, which are reimbursable through the standard expense reimbursement method or by using a p-card. If you are working from home and have made such purchases since March 16, 2020 but have not yet been reimbursed, and you have the necessary receipt(s), you may request this reimbursement through the standard expense reimbursement method.

### Chairs

Chairs may be collected from the office by contacting department heads/program administrators and Risk Management. Risk Management will work with Logistics to retrieve and clean the chair and take it to the loading dock. Coming onsite to pick up the chair must be handled in the same manner as any other one-off/occasional visit to our site(s).

### Desks

Staff working from home who need to purchase a desk will be reimbursed up to \$250. What is purchased for this purpose is up to the individual. This is not intended to be a permanent "sit-stand" set up like you may have at the office. If you have purchased a desk since March 16, 2020, are working from home and still have the receipt, you may request this reimbursement through the standard expense reimbursement method.

### Business Use of Personal Devices

Employees required to use personal devices – such as cell phones, internet, laptops, etc. – for work will continue to be eligible for a \$50 monthly stipend at the end of each month, beginning in July. To receive that stipend (separate from office supplies, etc. noted above), staff will make the request in FIS, using the attached instructions. Approvals will follow the normal expense report process.