

## **Reimbursable Business Expenses – Working from Home Business use of Personal Devices**

Getty recognizes that our shift to working from home may have presented some challenges. In this vein, we want to respond to questions regarding establishing a remote work environment and reimbursable expenses. Following are some specific guidelines and if you have questions or need further clarification, please contact your manager.

### Office Supplies

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

### Devices and Internet

If your job requires the use of a personal cell phone, computer, printer and/or internet access, to offset those expenses, we will provide a monthly stipend as outlined below.

For the period of March-June 2020, based on input from every program and department manager/head, staff working from home, using a personal cell phone or computer, will receive \$50/month. This payment will be paid in one payment, with the pay check dated June 19<sup>th</sup>. The amount will not be taxed, as it is a business expense reimbursement. Staff working from home with both a Getty cell phone and laptop will not receive this payment.

If you feel that your business expenses related to cell phone, laptop, internet or printer usage exceeds the \$50/month stipend, you may request additional reimbursement through the standard expense reporting method, including documentation supporting your request.

This one-time stipend is for the period of March through June. Thereafter, business expenses related to use of personal cell phone, computer, printer and/or internet access will be handled via the expense reporting process for your department/program. When submitting for reimbursement, use the expense type "business use - personal device." Generally, reimbursement is \$50/month unless documentation is provided supporting the additional expense.

Employees who have **both** a Getty cell phone and laptop may request reimbursement for business expenses related to internet or printer usage through the standard expense reporting method. Reimbursement for internet or printer usage will not exceed \$25/month, unless documentation supporting the additional expense is provided.

### Furniture

Furniture-related expenses cannot be reimbursed at this time. This includes items such as desks, chairs, shelves, cabinets, lamps, modifications to a home office space, etc. We will continue to provide ergonomic tips using items you have at home to help you create an optimal workspace.

This is a temporary solution while many Getty staff continue to work from home.