

COVID-19 Employee Expense Reimbursement Form Instructions



The District will reimburse a permanent employee up to \$400 for expenses that are necessary for the employee to perform their job duties from home due to the COVID-19 pandemic. Eligible expenditures for reimbursement must have been purchased between July 1, 2020 and June 30, 2021 and include:

- 1) Office supplies (e.g. paper, printer cartridges)
- 2) Office furniture, not including a chair unless it was purchased after July 1, 2020 and before November 13, 2020.
- 3) Technology (e.g. printer, mouse, mobile hotspot, internet fees related to work)

Note: Reimbursement for internet fees will be limited to 1/3 of the internet charges which is equivalent to an 8 hour work day.

Only one request for reimbursement will be allowed per employee even if the entire \$400 amount has not been reached.

To claim reimbursement complete the "Covid-19 Employee Expense Reimbursement Form".

Attach receipts, bank statements or credit card statements documenting the purchase.

Email the form and documentation to AccountsPayable@smc.edu or send the form and documentation to:

Santa Monica College
C/O Accounts Payable
1900 Pico Blvd.
Santa Monica, CA 91405

A check for reimbursement will be issued within 4 weeks of receiving the form and documentation.

For questions regarding the reimbursement please contact Cherry Aquino, Accounts Payable Supervisor (WOC) at aquino_cherry@smc.edu

COVID-19 Employee Expense Reimbursement Form



Employee Name John Doe

Department Accounting

Mailing Address: 1234 Doe Avenue, Santa Monica 90405

Employee ID 1234567

Supervisor Jane Doe

	Date of Purchase	Vendor Who Sold You The Item or Service	Description Of The Item	Description/Notes	Reimbursement Amount
Office supplies (e.g. paper, printer cartridges, technology, equipment less than \$250 per unit)	9/3/2020	Costco	Printer Paper, Printer Cartridges, Mouse and Keyboard	Needed for working remote.	\$75.35
Office furniture, technology and equipment (Over \$250.00 per unit)	10/12/2020	Amazon	Desk	I did not have a desk at home.	\$273.44
Internet Services					
TOTAL REIMBURSEMENT:					\$348.79

I certify that all items listed above are solely used for Santa Monica College business and are necessary for me to effectively work from home due to the COVID-19 pandemic.

Accounting Distribution

01.3-00000.0-22020-00372-4550-6730000	\$75.35
01.3-00000.0-22020-00372-6450-6730000	\$273.44
01.3-00000.0-22020-00372-5840-6730000	\$0.00

Signature of Employee

Date

COVID-19 Employee Expense Reimbursement Form



Employee Name _____

Department _____

Mailing Address: _____

Employee ID _____

Supervisor _____

	Date of Purchase	Vendor Who Sold You The Item or Service	Description Of The Item	Description/Notes	Reimbursement Amount
Office supplies (e.g. paper, printer cartridges, technology, equipment less than \$250 per unit)					
Office furniture, technology and equipment (Over \$250.00 per unit)					
Internet Services					
				<u>TOTAL REIMBURSEMENT:</u>	

I certify that all items listed above are solely used for Santa Monica College business and are necessary for me to effectively work from home due to the COVID-19 pandemic.

<u>Accounting Distribution</u>
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Signature of Employee

Date