



Employee Reimbursement Policy When Working Remotely (Chicago/Online)

Adler University may allow individual employees to work remotely. Working arrangements remotely should always be approved by the employee's supervisor in advance.

In an event in which employees are required to work remotely, expenses incurred to make such arrangements possible will be reimbursed. Reimbursable items include the following:

- If the employee is required by his or her direct supervisor to utilize their phone to conduct business, employees may claim a \$25 per month reimbursement to cover any excess costs. The summary page of the employee phone bill must be attached. (This generally is going to be contained on the first page of the monthly bill.) If any excess charges for business calls occur that are not included in the employee calling plan, the employee may also seek reimbursement for the extra costs. The detail of the phone charges page of the invoice will be required as supporting documentation.
- If the employee is utilizing personal internet data to complete tasks required by the University, they may claim an additional \$25 per month reimbursement. The employee internet summary page of the bill must be attached. (generally, just page 1 of the monthly bill will contain the information needed.)
- Any reasonable supplies needed by the employee to be able to work from home may be purchased with personal funds and will be reimbursed to the employee through the Accounts Payable process. If employees have any questions regarding the reasonableness of an item to purchase, they may contact their direct supervisor to seek approval. The itemized receipt of supplies purchased must be attached.
- If an employee had scheduled travel to conduct University business that is canceled due to mandated travel restrictions, Adler University would reimburse any cancellation costs non-refundable by the third party. Third parties include vendors, travel agencies, airlines, hotels, and credit card companies. When submitting an Employee Reimbursement form, proof of communication with third parties must be included in which the third party has declined requests for rescheduling or refunds. If the third party offers a rescheduling option or a form of credit, any fees associated with the rescheduling of the trip will be reimbursable by the University. If the travel is rescheduled or if a refund is issued, the University will not reimburse the travel costs.

To obtain reimbursement, an employee must submit an approved Employee Travel and Expense Reimbursement Form to the Accounting Department electronically **no later than 30 days after the expense was incurred.**

Please send the reimbursement form and supporting documentation to the email box: accountspayable@adler.edu. Employees seeking reimbursement are reminded that a full account number (example: 10-xx-xx-xxxx) must be submitted in the account code section. Reimbursement requests with an incomplete account code will not be processed.

While under the COVID-19 impact, the sales tax-exempt letter's mandatory use will be suspended when the approval for reimbursements are processed.