

# **Revised Guidelines for Reimbursing Employees During Covid 19 Pandemic**

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McMaster University is committed to supporting employees who are required to work from home during the COVID-19 pandemic as outlined in [Information for Supporting Remote Work Arrangements](#). Consistent with the goal of supporting employees, reimbursement is now available for supplies required to work at home.

## **Allowable expenses?**

- Overcharges for excess internet and cell phone usage required in order to complete work
- Long distance charges for work-related calls
- Printer cartridges or toner
- Stationery (e.g. paper, pens, highlighters)
- Laptops, monitors, printers and related computer equipment only when pre-authorized by the department. These items will become the property of McMaster.
- Office equipment and accessories only when pre-authorized by the supervisor in accordance with [Information for Remote Work Office Set-Up for employees working remotely during COVID-19 Pandemic](#). These items will become the property of McMaster.
- Other reasonable supply (non-capital) expenses as authorized by your supervisor.

It is recommended that purchases be approved in advance by your supervisor. In the case of expenses charged to a research project, the approval by the supervisor will confirm that these expenditures are directly related to research. Eligibility of expenditures to a research project are subject to the sponsor policies and guidelines. Please contact your respective Research Finance office to confirm expense eligibility.

## **Employee eligibility?**

Any employee who has been asked to temporarily work remotely by their supervisor in accordance with the state of emergency implemented by the Province of Ontario in response to COVID-19, and in accordance with the [Supervisor Guide: A Decision Matrix for Establishing Working from Home Arrangements](#).

## **Procedure?**

Employees are encouraged to purchase required supplies through MacBuy. Charge your regular department, research or other project using account 600900 (Misc. Supplies Covid 19). Contact [macbuyhelp@mcmaster.ca](mailto:macbuyhelp@mcmaster.ca) for access and assistance.

Otherwise, use the Mosaic Travel and Expense (T&E) module to upload receipts and complete the claim which will allow direct reimbursement to your bank account, after approvals (by your Purpose Approver), when applicable, your Research Finance Office when charging a project,

and AP. There is a new expense type in T&E called Misc. Supplies Covid 19. Charge your regular department, research or other project using account 600900 (Misc. Supplies Covid 19).

Refer to [Reimbursements to Individuals for University Business \(AP-01\)](#) and [Strategic Procurement Policy \(SP-01\)](#) for more details if necessary. The university is tracking extra costs incurred during the pandemic for discussions with government and other stakeholders.