



EXECUTIVE VICE PRESIDENT—  
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 6<sup>th</sup> Floor  
Oakland, California 94607-5200  
510/987-9029

June 23, 2020

**VICE CHANCELLORS OF PLANNING AND BUDGET  
MEDICAL CENTER CFOs  
CAMPUS CONTROLLERS  
MEDICAL CENTER CONTROLLERS**

**Subject: Guidelines for Reimbursable Expenses for Remote Work during the Shelter-In-Place**

Many campuses have been receiving requests from employees for reimbursements of various expenses associated with working from home during the COVID-19 shelter-in-place. It is important to remember that employees who are working from home are not on travel status as defined in Business and Finance Bulletin [G-28](#), Travel Regulations, as “the period during which a traveler is traveling on official University business outside the vicinity of their headquarters or residence.” Because employees who are working from home are not on travel status, they are not eligible for meal reimbursement. If they have to travel to the regular office where they would normally work, that is a non-reimbursable commuting expense.

Similarly, requests for reimbursement of meals taken at home (or delivered) during a Zoom business meeting are not reimbursable under policy. Per Business and Finance Bulletin [BUS-79](#), a business meeting requires an in-person host, and is intended for on-premises and/or in-person meetings of employees. None of those factors occur, for example, when an employee is reimbursed at their own home for a meal taken during a Zoom meeting with colleagues.

Some employees have requested reimbursement for certain expenses related to internet connectivity, phone usage, etc. Business and Finance Bulletin [G-46](#), Guidelines for the Purchase of Cell Phones and Other Electronic Devices, addresses the situations where the University *may* purchase personal computers and related software, printers, telephone lines, fax machines, and Internet and e-mail service for employees who telecommute or frequently work from home. Only business-related equipment that can be returned to the office at the end of the remote work arrangement should be reimbursed. If any item needs to be installed, charges related to the installation are the responsibility of the employee. Campuses should evaluate on a case-by-case basis where reimbursement is necessary for employees with specific needs not already met with existing resources.

If the department head approves such purchases under a shelter-in-place rule, it is only allowable if the University-issued office equipment can't be taken home or the employee does not already have personal equipment at home to enable them to perform their work duties. In such cases, the employee and the department is responsible for ensuring that University equipment in the employee's off-site workspace is used primarily for University business.

An employee may request reimbursement for the business use of an Internet, fax, messaging, or similar service purchased with the employee's own funds when it would not be practicable or cost-

effective for the University to separately purchase this resource if such equipment is needed to perform the duties of the job and does not currently exist. An employee may request reimbursement for the business use of a cellular phone or similar device purchased with the employee's own funds only if the individual incurs additional charges on a calling plan for business calls over the plan limit. In such cases, the University will reimburse those charges at the excess minute rate, upon receipt of supporting documentation. No reimbursement shall be made for business calls or a percentage of total business calls made within the package minutes covered under the employee's calling plan contract.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Jenny", with a long horizontal stroke extending to the right.

Paul Jenny  
Interim Executive Vice President - Chief Financial Officer

cc: Associate Vice President Arrivas  
Director John Barrett