



To: All employees

From: James W.E. Rush, vice-president, academic and provost
Dennis Huber, vice-president, administration and finance

Date: October 30, 2020

Subject: Update on Expenses Supporting Remote Work

Note: This email is for information

- **The University's new guidelines for Expenses Supporting Remote Work provide details on purchasing office equipment and supplies while working from home.**

Many of our employees continue to work from home due to the COVID-19 pandemic and incur expenses related to working remotely. We appreciate all of your efforts on behalf of the University, whether you work from home or on campus.

You may be able to submit certain purchases for reimbursement following the University's new [Expenses Supporting Remote Work](#) guidelines.

These guidelines aim to provide the tools you need to work effectively and support your safety, while balancing fiscal responsibility and equity between employee groups and departments.

What items can be reimbursed or purchased?

Furniture such as desks or chairs are not eligible expenses. You may take home office chairs, monitors, and other small equipment if it allows you to work from home more efficiently.

If you need equipment or supplies that you are not able to borrow from the office, some small purchases such as headsets, tech accessories, paper or ink may be eligible under the guidelines. Please limit purchases to what is required to efficiently perform your work from home. These purchases must be pre-approved by your manager and/or the Signing Authority on the work order and should be made as cost effectively as possible. Note that both borrowed and newly purchased items are University property. Please take proper care of these items and return them to the office once your work moves primarily back to campus.

Read the [full guidelines](#) on the Finance Resources website for details on eligible purchases, preferred vendors, P-card use, approvals and tips for managing costs.

Effective dates

While the expense guidelines are in effect through the end of the 2020-21 fiscal year (ending April 30, 2021), current work-from-home arrangements could change in the new calendar year. We will continue to monitor public health and government recommendations and keep the campus community updated on any developments.

Questions?

Contact your faculty or department financial officer for questions about these guidelines or processes.

For general finance questions, contact rt-FIN-general@rt.uwaterloo.ca.

Please note: this memo has been published on the new [Employee Communication website](#) and the [Finance Resources News website](#) for your future reference.