WORK FROM HOME EXPENSE CLAIM

Employee Name:

Employee ID:

Department:

Pay Period:

Manager / Supervisor:

Submission Date:

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	AMOUNT

Total Claimed	

EMPLOYEE SIGNATURE

DATE

AUTHORIZED APPROVER SIGNATURE

DATE

Submission Instructions: Please attach all corresponding receipts and proof of payment for the expenses listed above. Standard eligible expenses typically include proportioned internet, phone utilities, and pre-approved home office equipment. Submit to the payroll department upon receiving manager approval.