

**SDSU RESEARCH FOUNDATION  
BUSINESS-RELATED INTERNET REIMBURSEMENT FORM**

This form is to be used for the authorization and disbursement request for business-related internet service reimbursement during voluntary hybrid work from home schedule.

Employee Name:		Red ID:
Department:		Title/Position:
Employee Address:		
Email Address:		
Internet Provider*:	Internet Service Plan:	

Period Covered				
From:		To:		
Monthly Rate	No. of people in the household	Costs Eligible for Reimbursement	% of Home Business Use**	Monthly Reimbursement

No. of Months to be Reimbursed				<input type="text"/>
--------------------------------	--	--	--	----------------------

Period Covered				
From:		To:		
Monthly Rate	No. of people in the Household	Costs Eligible for Reimbursement	% of Home Business Use**	Monthly Reimbursement

Remote working days are on a per week basis. **Percent of Home Business Use: 23.8% if working 5 days remote 19.0% if working 4 days remote 14.3% if working 3 days remote 9.5% if working 2 days remote 4.8% if working 1 day remote		No. of Months to be Reimbursed <input type="text"/>		
		Total Reimbursement <input type="text"/>		

**ACCOUNTING DISTRIBUTION**

**Please indicate the fund number(s) to pay for wireless services. If charges are to be split, please indicate all fund numbers.**

FUND	ORG	ACCOUNT	PROG	OR \$ AMOUNT
<b>TOTAL:</b>				

Additional Justification:

\*Last internet service invoice must be attached to this request. By signing below, the employee is indicating that the invoice is representative of the basic service plan and that he/she does not already receive internet reimbursement on this plan from other sources.

Employee Signature:	Date:
---------------------	-------

Approval required by employee's supervisor (one-up authority): By signing below, I attest that the work from home schedule referenced above was approved in the Hybrid Workforce Planning document.

Supervisor Signature:	Date:
-----------------------	-------

**Approval to charge fund numbers indicated above:**

Project Signature:	Date:
--------------------	-------

SDSURF Signature:	Date:
-------------------	-------