

From: [Judah, Henry D.](#)
To: [SO All Employees \(Except Student Workers\)](#)
Subject: **Have you purchased supplies to help you work remotely?***
Date: Thursday, April 9, 2020 12:44:47 PM

TO: SO Employees (excluding Student Workers)

SUBJ: Have you purchased supplies to help you work remotely?

Staff,

As was mentioned earlier, one of the most requested items in the March survey was help with office supplies. We hope that the Grab and Go table and times for you to grab items from your office are helping solve that problem.

We owe you an answer on getting reimbursed for items you have paid for while System Offices staff is sheltering in place and working remotely. These include (but are not limited to):

- Additional supplies, like printer ink
- Technology items, like a MiFi device for internet access or headphones to better use your computer microphone and sound
 - **Heads up:** Any equipment purchase over \$500 may become property of the System Offices. Please contact Joseph Duron, Audra Wilkinson or Lona Reynolds for more information.
- A new data plan for your mobile phone, MiFi device or home internet service
 - **Note:** The difference between your current plan and your new plan is only reimbursable from March until shelter in place orders end and you are able to work in the office again

The System Offices can reimburse you, but **you must follow this process:**

1. Document that the expense has been caused by the need to shelter in place and work remotely
 - Gather receipts for purchases you have made, or make a copy of your mobile phone bill or your home internet provider bill
 - Describe the reason why the expense was needed
2. Fill out the personal reimbursement portion of the [Request for Payment](#) (Other Expenses, Other Travel Costs, and Personal Reimbursements) Form
3. **Send it to your supervisor for their signature;** if approved, they will send it forward for processing

Have a question? Unsure if something is reimbursable?

Reach out to Joseph Duron, Audra Wilkinson or Lona Reynolds for help understanding what can be reimbursed or filling out the form.

Henry D. Judah | Director
System Office of Risk Management

1262 TAMU | College Station, TX 77840-7896
Tel. 979.458.6234 | Mobile 979.820.2006 | Fax 979.458.6247 | www.tamus.edu
The Texas A&M University System

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