

Remote Work Expense Reimbursement Authorization Form

Instructions: Complete all fields below to request reimbursement for approved remote work expenses. Once completed, print this form, obtain the necessary authorization signatures, and submit it to the Finance Department along with all receipts.

1. Employee Information

Employee Full Name:		Job Title:	
Department:		Email Address:	
Supervisor/Manager Name:		Submission Date:	

2. Expense Details

Please list each item separately. Only use the text fields below to enter dates, categories, descriptions, and amounts.

Purchase Date (MM/DD/YYYY)	Expense Category (e.g., Internet, Office Supplies, Hardware)	Item Description / Purpose	Total Amount (USD)
Total Reimbursement Requested:			

3. Employee Acknowledgment

I certify that the expenses listed above were incurred solely for official business purposes while working remotely, and that they comply with the company's Remote Work Expense Policy.

Employee Signature:		Date Signed:	
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4. Authorization (Internal Use Only)

To be completed by the supervisor and/or department head before submitting to payroll/finance.

Approved By (Print Name):		Title:	
Manager Signature:		Approval Date:	
GL Account Code:		Notes/Comments:	