

# **Reimbursement of Internet and Cellular Costs**

As units continue to manage online instruction and teleworking arrangements, there may be a need to provide reimbursement for required business use of home internet access or other personal communication devices.

To process reimbursements in this category, units should continue to follow the guidelines in the [Wireless Communication Devices/Telecommunications Policy](#), and due to the current extenuating circumstances, UGA is modifying the policy as outlined below. These modifications will be in effect from March 16 until June 30, 2021 to support remote work and online Summer classes and would be evaluated for possible extension if necessary.

## **What are the modifications to the policy?**

Reimbursement for Business Use of Personal Devices:

Submit reimbursement requests through the UGA Financial Management System as expense reports. Each department should review their level of requests for reimbursements to determine if purchasing a University owned device is justified and/or more efficient.

### **To support telework from March 16, 2020 through June 30, 2021:**

Reimbursement to employees for the business related portion of home/personal internet access or other phone/data access can be between 10% and 90% of the monthly charges (excluding taxes and late fees). In cases where 100% usage can be justified as business use, reimbursement at this level is acceptable. Units are also encouraged to consider “hot spot” devices and other alternatives that could be purchased and utilized as needed by various staff, ex. staff rotating through remote and local shifts.

When documenting the circumstances and justification for reimbursement, best practice is to:

- Confirm in writing that this service is a business need based on the employee’s job expectations while working from an alternative location.
- Ensure the business need assessment and/or approval process is for the convenience of the University of Georgia.

Schools/Colleges/Units may define reimbursement standards applicable to their organization’s circumstances as long as they are within the March 16 - June 30, 2021 parameters.

## **Who makes the decision on whether costs are covered during this time?**

Decisions on whether to reimburse or directly pay for home provide internet access are made between a staff or faculty member and their departmental or school/college/unit leadership.

the **convenience of the employee**. : the **benefit of the University**, rather than

## **What Expense Type should be used when reimbursing employees for these expenses?**

Reimbursements should be submitted as an Expense Report in the UGA Financial Management System. All routine reimbursement documentation is required, such as receipts/proof-of-purchase. Please charge the reimbursement using the following expense types:

O-TelecomData/Internet

O-Telecom Cellular

## **Are there any requirements to tracking and record expenditures related to the university's operations during the COVID-19 situation?**

The University System of Georgia Fiscal Affairs office has asked all institutions to track incremental and extraordinary expenses that can be directly tied to COVID-19. UGA has a Chartfield1 value of *PUBL\_EMERG* that can be used to track these incremental and extraordinary expenses. If possible, please add the Chartfield1 value of *PUBL\_EMERG* to any expenditures that fall into the categories below. If any significant expenditures have already been recorded, please use appropriate processes to reclassify those significant incremental and extraordinary expenses by adding the Chartfield1 value of *PUBL\_EMERG* to the expenditure.

Some examples of incremental or extraordinary costs are:

- Conference/travel cancellation costs
- Additional cleaning costs (e.g. disinfectant, sanitizing services)
- Equipment (e.g. computers, facilities personal protection equipment, etc.)
- Supplies (e.g. plastic gloves, sanitizer stands and refills, etc.)
- Additional Technology Costs (e.g. setup for additional online services for teaching/student services)
- Additional Personnel Costs (e.g. campus security overtime)  
Additional contractual services beyond the current scope

## **Who can I contact if I have further questions?**

Please contact us via email to [onesource@uga.edu](mailto:onesource@uga.edu).