



Full Time Staff Home Office Equipment Reimbursement Form

In recognition of the COVID-19 pandemic and the want to support team members working from home, the MSU has developed the Full-Time Staff Home Office Equipment Reimbursement process. We understand the need to make your workspace more ergonomic and functional while not putting an undue financial strain on staff. The equipment purchased must be necessary in the delivery of your responsibilities for the MSU.

Employees wishing to purchase office equipment for **work-related** use are eligible for a non-taxable reimbursement of **up to \$250**. *Please note that this allowance is available until December 1, 2020. At this time, the program will conclude.*

Eligible Items:

The following items are examples of items that are eligible for this reimbursement:

- **Ergonomic equipment** including but not limited to: chair, desk, lumbar cushion, screen riser and foot/wrist rest
- **Technological equipment** including but not limited to; headset, mouse, computer, laptop, screens and associated cabling

Eligible Employees:

- Full-time employees, as defined by the full-time employment policy, who are working from home.
- Employees who cannot work remotely are not eligible.
- Eligible employees who purchased office equipment after March 13, 2020 are also eligible for this reimbursement, with submission of receipt.

How to receive your reimbursement:

*Please note that requests for reimbursement must be submitted to the Board of Directors for approval **prior to** purchasing equipment.

1. Submit your request for purchase to assistant@msu.mcmaster.ca.
2. You will receive confirmation that your request has been approved.
3. Once approved, proceed to order the equipment you have requested.
4. Fill out the information below and return this form, along with an itemized receipt of your purchase to assistant@msu.mcmaster.ca.
5. After submitting all relevant documentation, please allow up to 10 days for processing, at which time a cheque for reimbursement will be created. **Please note that your cheque will need to be picked up in person at the office. You will be notified when it is ready for pickup.**

Name: _____

Cost of equipment purchased: _____

Amount Submitted for Reimbursement (up to max. \$250): _____

Date purchased: _____

Signature: _____

If you have any questions, please contact: Daniela Stajcer assistant@msu.mcmaster.ca or Maddison Hampel hr@msu.mcmaster.ca

For Office Use Only

Approved at BOD Meeting:

On Behalf of the MSU Board of Directors:

MSU President
Giancarlo Da-Ré

Vice-President Finance
Jess Anderson