



Memo

To: All Staff
From: Keith Gervais, CFO
Date: March 31, 2020
Re: Expense Reimbursement – COVID-19

Due to COVID-19, many employees are working from home. There may be instances where employees do not have access to resources to fulfill duties.

Some examples of allowable expenses during the pandemic may include the following:

- if an employee needs to upgrade to a different phone service in order to be able to provide education services as directed by the board
- if an employee has to increase bandwidth at home to provide online instruction services from home
- if courier charges are incurred by the employee to send and receive essential materials that cannot be sent electronically
- if an employee needs to purchase apps of programs required by the board
- charges for conference calls that were organized and paid for by the employee as part of the employee's duties

As with any other expenses, the employee should be reimbursed only if the expense was incurred because it was required by the school division– not merely for the convenience of the employee.

Please complete an [Employee Expense Form](#) , attach receipts, and have your direct supervisor approve any expenses that are a result of COVID-19. Once the supervisor has provided authorization, please forward the expense reimbursement form to Keith Gervais, CFO for payment.

Sincerely,

Keith Gervais