

## Home Internet Access

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Identification Number (EMPLID): \_\_\_\_\_

Date of Issuance/Change: \_\_\_\_\_

Explanation of critical IT maintenance and justification for reimbursement:

*Campus Policy for Home Internet Service reimbursement*

In exceptional circumstances, home internet access may be reimbursed by the university and generally will be limited to computer support professionals responsible for maintaining critical IT servers and information outside of normal job hours. The need to access email and other work related information or functions from home does not warrant payment by the university for home internet access. Reimbursements will be limited to actual cost not to exceed the basic monthly high speed internet access rates in a particular area. Installation, equipment, connection and termination fees will not be reimbursed by the university.

Approved Limit

Service cost per month not to exceed \$ \_\_\_\_\_ (attach copy of invoice)

Note: The limit may exceed the amount of the current invoice attached to account for reasonable increases in the service. The actual employee reimbursement will be the monthly service fee on the employee's bill.

Dean/Vice Chancellor approval of University reimbursement for Home Internet Use:

\_\_\_\_\_  
(Signature)    \_\_\_\_\_    \_\_\_\_\_  
Type or print name    Date

Employee Certification

1. By signing this document as employee, I acknowledge that the reimbursement amount will be included in my taxable income. I may use the service for personal purposes, and I am not required to keep records of my use.
2. In the event my plan's cost exceeds the approved limit above, I will resubmit this Agreement.

\_\_\_\_\_  
Employee Signature    \_\_\_\_\_    \_\_\_\_\_  
Type or print name    Date

Email Document to [chartstr@admin.umass.edu](mailto:chartstr@admin.umass.edu) or Campus Mail to Controller's Office, Rm. 405 Goodell