

Office of Information Technology
INTERNET SERVICES REIMBURSEMENT REQUEST

Reimbursements for home based high-speed Internet related services must be for University business with only incidental personal use. The type of work performed dictates the need for broadband services and eligibility for reimbursement is determined by a manager and justified in this agreement.

Reimbursable expenses include, but are not limited to, the monthly connection/service fees for the home-based high-speed Internet services.

Claims for reimbursement must be submitted with original receipts and a copy of this form with original signatures. Reimbursements are a taxable benefit under IRS regulations (see IRS Publication 15-B).

Employee's eligibility for reimbursement ceases with separation from the University or when there is a change in job responsibilities.

The requesting individual has read and understands the home-based, high-speed Internet reimbursement policies as stated above and agrees to abide by those policies.

Fiscal Year: _____

Internet connection will be used for:

(Brief explanation of University business purpose served by high-speed Internet connection.)

Employee Signature

Date

Boise State Employee ID #

Employee Name

Title

OIT Department

Dept ID to Bill

Approval Signatures:

Department Manager

Unit Supervisor (ie. Associate Director, Asst. Director)

This agreement expires at the end of the current fiscal year and must be renewed each fiscal year reimbursement is requested. A copy of this agreement must be attached to each reimbursement submitted for payment.

Once complete please submit to OIT Business Services at MS 1412 for processing.
For questions please call 426-1433.