

Internet Reimbursement

When submitting an internet reimbursement, please ensure the date range matches and itemized with the corresponding Percent of Business Use rate.

From **7/1/21 – 8/22/21** employees can claim internet reimbursement for 100% remote work (working at 5 days of the week) at a rate of 23.8%

From **8/23/21 – 12/23/21** employees can claim internet reimbursement based on how many days worked at home. For an example, for 60% remote work (working at home 3 days out of 5 days), the rate will be 14.3%. Please refer to the table below for different rates.

From **1/3/22 – 1/31/22** employees can claim reimbursement for 100% remote work (working 5 days of the week) at a rate of 23.8%.

From **2/1/22 – current** employees can claim internet reimbursement based on how many days worked at home. For an example, for 60% remote work (working at home 3 days out of 5 days), the rate will be 14.3%. Please refer to the table below for different rates.

Percent of Business Use Cannot exceed 23.8% => (40 hours a week/168 hours in a week)

5 days = 23.8% (100% remote)

4 days = 19% (80% remote)

3 days = 14.3% (60% remote)

2 days = 9.5% (40% remote)

1 day = 4.8% (20% remote)

In addition, the “**Number of Months to Be Reimbursed**” will be calculated based on the total number working days, excluding weekend days, for the month.

For example, 7/1/21 – 8/22/21 period, the total months to be reimbursed is 1.68 months. July has a total of 22 working days which is 1 full month. August 1 – 22 with 15 working days out of 22 for the entire month ($15/22 = 0.68$).

For questions regarding internet reimbursements, please contact AP Service Associate Yukie Golden at ygolden@sdsu.edu.