



To: JHU Managers and Supervisors
JHU Human Resources

From: Heidi Conway, Vice President for Human Resources
Brian Smith, Chief Procurement Officer

Subject: JHU Home Office Reimbursement Policy

Date: April 20, 2020

As employees have settled in to working remotely, we are receiving requests for the purchase of items to support effective telework. We want to clarify what type of items are approved for purchase during this COVID-19 event (all of which require area leader authorization). Approved items can be purchased personally and reimbursed through the expense reimbursement process or can be purchased on a procurement card or purchase order and direct shipped to employee's home.

If you believe your situation justifies a purchase outside of the approved list, contact your area leader who will collaborate with HR and Finance leadership to determine whether an exception is warranted.

Approved Items:

- Basic office supplies, such as pens, paper, notebooks, etc.
- Small accessories for a home computer, such as a mouse, keyboard, chargers, etc.

Conditionally Approved:

- **Monitors and Printers:** The area leader and LAN Administrator should first consider the feasibility of bringing a monitor or printer from JHU to the employee's home for temporary use. If that is not feasible, this equipment can be purchased for home use, under the condition that it will ultimately be returned to the university. All purchases must be authorized by an area leader and purchased under the direction of your LAN Administrator through a university supplier.
- **Computers/Laptops/Tablets:** Purchases of computers, laptops, or tablets must have area leadership authorization. All purchases must be made under the direction of your LAN Administrator through a university supplier. The new equipment will be ultimately returned to the university.
- **Headphones, Microphones, Video Cameras:** An area leader may authorize the purchase of these items due to our current unique circumstance (e.g. a home computer does not have a working video camera). All purchases must be made under the direction of your LAN Administrator through a university supplier. The new equipment will be ultimately returned to the university.

Not Approved:

- Office furniture and décor such as desks, chairs, stand up desks (e.g. Varidesks), etc.
- Expenses related to gym memberships and/or equipment.
- Expenses related to home internet and Wi-Fi access.

Other relevant policies:

- Please see the university's [cellular telephone policies and procedures](#). There are also alternative phone and fax options available through university [telecommunications](#).

We remain grateful for your support of the university, and hope that you are continuing to take care of yourself and your fellow members of the Johns Hopkins Community as we all work to maintain productivity in these challenging times. [Training and support to help you work productively from home](#) has been developed, and we encourage you to take advantage of the resources that are available to you.