

## Reimbursement Guidelines

**To:** UHRLT, DBOs, and UA/USS Leadership

**From:** Jane Schlegel, Vice President and Chief Administrative Officer, Interim Vice President for Human Resources and Brian Smith, Chief Procurement Officer

**Subject:** Updated Temporary Guidelines for Expenses and Remote Work Arrangements

**Date:** July 1, 2021

Given our fall reopening plans, we want to provide updated guidance on what is reimbursable for employees in on-site, hybrid (1-2 days at home), and remote arrangements (3 or more days at home), **particularly for those employees who may be in a pre-approved, “100% remote” work arrangement and do not come in to the office on a regular and continuous basis.** Items below are grouped by employee type and are categorized as not approved, conditionally approved, or approved.<sup>1</sup>

For reference, the “At-A-Glance” Chart below features one column for each of the following working arrangements:

- On-Site: Employee works at a JHU campus or worksite 5 days/week
- Hybrid: Employee works on-site 3 or 4 days/week
- Remote: Employee works on-site 1 or 2 days/week
- 100% Remote: Employee rarely works on-site (and may even live remotely); does not come into the office on a regular and continuous basis.

These guidelines assume that DBOs and department management will not provide duplicate sets of equipment to hybrid/remote employees but will equip them with the devices needed to move seamlessly between a JHU worksite and a home office (e.g., a pair of headphones, a wireless mouse, a laptop). Other equipment will be provided only for their primary office (wherever they spend over 50% of their time on average), with exceptions as needed/justified. Please bear in mind that the fall is intended to be a transition period but eventually many remote employees will not have a dedicated office at their JHU worksite, but rather will use shared office/hoteling space.

Please consult with your local Human Resources Business Partner or Central Employee and Labor Relations if you require additional guidance.

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<sup>1</sup> Conditionally approved means that the DBO or their designee must approve this reimbursement prior to it being processed.

## At-A-Glance Reimbursement Guidelines

	On-Site Employees	Hybrid Employees	Remote Employees	100% Remote Employees
<p><b>Mileage, parking, and other travel expenses:</b></p> <ul style="list-style-type: none"> <li>Standard commuting expenses from home to JHU campus or worksite.</li> </ul>	<p><b>Not approved.</b></p> <p>Mileage and parking are not reimbursable for standard commute from home to primary JHU work location.</p>	<p><b>Not approved.</b></p> <p>Mileage and parking are not reimbursable for standard commute from home to primary JHU work location.</p>	<p><b>Not approved.</b></p> <p>Mileage and parking are not reimbursable for standard commute from home to primary JHU work location.</p>	<p><b>Not approved.</b></p> <p>Mileage and parking are not reimbursable for standard commute from home to JHU campus or worksite.</p>
<p><b>Mileage, parking, and other travel expenses:</b></p> <ul style="list-style-type: none"> <li>Planned all-day conferences, meetings, or trainings (not held at normal work location)</li> </ul>	<p><b>Conditionally approved.</b></p> <p>Per the University’s Travel Policy, expenses associated with business meetings that are held outside the employee’s primary JHU work location may be reimbursed. The reimbursable mileage is only for mileage exceeding that of the University Traveler’s normal commute</p> <p><i>Example: During the day, mileage from primary JHU work location (e.g., Homewood) to an alternate site (e.g., East Baltimore) is reimbursable as local travel.</i></p>	<p><b>Conditionally approved.</b></p> <p>Per the University’s Travel Policy, expenses associated with business meetings that are held outside the employee’s primary JHU work location may be reimbursed. The reimbursable mileage is only for mileage exceeding that of the University Traveler’s normal commute</p> <p><i>Example: If employee is on-site on a given day, the mileage from primary JHU work location (e.g., Homewood) to an alternate site (e.g., East</i></p>	<p><b>Conditionally approved.</b></p> <p>Per the University’s Travel Policy, expenses associated with business meetings that are held outside the employee’s primary JHU work location may be reimbursed. The reimbursable mileage is only for mileage exceeding that of the University Traveler’s normal commute.</p> <p><i>Example: If employee is on-site on a given day, the mileage from primary JHU work location (e.g., Homewood) to an alternate site (e.g., East</i></p>	<p><b>Conditionally approved.</b></p> <p>Per the University’s Travel Policy, expenses associated with business meetings that are held outside the employee’s primary (home office) work location may be reimbursed if approved by the DBO or their designee.</p> <p><i>Example: Mileage from a home office to attend all-day meetings, conferences, or trainings is reimbursable.</i></p> <p><i>For fully remote employees who are required to travel to a</i></p>

	On-Site Employees	Hybrid Employees	Remote Employees	100% Remote Employees
	<i>If attending an all-day meeting, conference, or training (not held at normal work location), mileage from home to the business meeting (exceeding that of the normal commute) is reimbursable.</i>	<i>Baltimore) is reimbursable as local travel.  If attending an all-day meeting, conference, or training (not held at normal work location), mileage from home to the business meeting (exceeding that of the normal commute) is reimbursable.</i>	<i>Baltimore) is reimbursable as local travel.  If attending an all-day meeting, conference, or training (not held at normal work location), mileage from home to the business meeting (exceeding that of the normal commute) is reimbursable.</i>	<i>JHU campus location for planned meetings and who may have to fly or travel by train, stay in a hotel, etc., travel is covered as outlined in the travel policy, if approved by the DBO or their designee.</i>
<b>Supplies and equipment for home office:</b> <ul style="list-style-type: none"> <li>• Basic office supplies, such as pens, paper, notebooks, etc.</li> <li>• Small accessories for a home computer, such as a mouse, keyboard, chargers, etc.</li> </ul>	<b>Approved.</b>	<b>Approved.</b>	<b>Approved.</b>	<b>Approved.</b>

	On-Site Employees	Hybrid Employees	Remote Employees	100% Remote Employees
<b>Supplies and equipment for home office</b> <ul style="list-style-type: none"> <li>Computers, laptops, and tablets</li> </ul>	<b>Conditionally approved.</b> All purchases must be authorized by a DBO or their designee and purchased under the direction of your LAN Administrator through a university supplier.  <i>These items must be returned to JHU.</i>	<b>Conditionally approved.</b> All purchases must be authorized by a DBO or their designee and purchased under the direction of your LAN Administrator through a university supplier.  <i>These items must be returned to JHU.</i>	<b>Conditionally approved.</b> All purchases must be authorized by a DBO or their designee and purchased under the direction of your LAN Administrator through a university supplier.  <i>These items must be returned to JHU.</i>	<b>Conditionally approved.</b> All purchases must be authorized by a DBO or their designee and purchased under the direction of your LAN Administrator through a university supplier.  <i>These items must be returned to JHU.</i>
<b>Supplies and equipment for home office</b> <ul style="list-style-type: none"> <li>Headphones, microphones, and video cameras</li> <li>Monitors and printers</li> <li>Office furniture such as desks, chairs, stand up desks (e.g. Varidesks), etc.</li> </ul>	<b>Not approved.</b>	<b>Not approved.</b>	<b>Conditionally approved.</b> Must be approved by the DBO or their designee in advance, and employees can use a taxable telework allowance (maximum of \$1,000) for these expenses.  <i>These items do not need to be returned to JHU.</i>	<b>Conditionally approved.</b> Must be approved by the DBO or their designee in advance, and employees can use a taxable telework allowance (maximum of \$1,000) for these expenses.  <i>These items do not need to be returned to JHU.</i>

	On-Site Employees	Hybrid Employees	Remote Employees	100% Remote Employees
<b>Other home office expenses</b> <ul style="list-style-type: none"> <li>• Décor (e.g., plants, artwork, etc.)</li> <li>• Expenses related to gym memberships and/or equipment.</li> <li>• Household expenses and utilities (e.g., heat, air conditioning, electricity, home internet/Wi-Fi, WiFi extenders/Google Mesh, insurance, etc.).</li> </ul>	Not approved.	Not approved.	Not approved.	Not approved.

**General Purchasing Guidelines:**

Approved items should be purchased through Purchase Order or Pcard from preferably a JHU approved vendor with the option to direct ship to employee’s home. In rare cases where such purchasing options cannot accommodate the employee’s needs, items can be purchased by the employee personally and reimbursed through the travel and expense reimbursement process; these arrangements must be approved by their DBO or designee.

**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 Services Department](#).

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.