



Palomar Community College District

TELECOMMUTING EXPENSE GUIDELINE

The purpose of this guideline is to define the purchase acquisition procedure under which the telecommuting program for Palomar Community College District will operate. This is intended to provide guidance to employees, assure compliance with District policies and IRS guidelines, and promote the prudent and accurate expenditure of District resources. No reimbursement shall be allowed for personal, living, or family expenses.

The District recognizes the necessity and proper role of reasonable and appropriate expenses to ensure business continuity.

The following types of business-related costs may be incurred:

- A. Item(s) listed in the [Recommended Headsets for Remote Work](#) (recommended for call center employees only, i.e. Help Desk, Health Services, and Admissions)
- B. Other Technology Devices (Request requires pre-approval by Information Services for compatibility with District standards)
- C. Supplies required for successful completion of job responsibilities, i.e. pens, paper, instructional supplies, etc.
- D. Postage and shipping costs for business use
- E. Other required ordinary and necessary work-related expenses (Manager/Supervisor will determine the appropriate tools/supplies needed for each telecommuting arrangement).

Tools/Supplies and/or Services Owned or Paid for by the District

Generally, goods and/or services owned or paid for by the District will not be provided for an employee solely for convenience. When spending District funds, all expenditures are to be approved prior to being incurred. Approval of such expenditures must be documented in the [Request for Telecommuting Tools/Supplies](#) form. It is the responsibility of the department manager/supervisor to account for any District-owned property at the telecommuting site. Employee shall exercise reasonable care for any District property and to protect the items from damage or theft. Upon termination of telecommuting agreement, all District property will be returned to the District.

Purchasing Procedure for Telecommuting Tools/Supplies

Step 1: Submit a [Request for Telecommuting Tools/Supplies](#).

Step 2: **Approval of Request:** The request must be pre-approved by the appropriate Dean, Director or Division Vice President. Any acquisition of goods/services or reimbursement of expenses not listed above will require substantiation and approval of the VP of Finance and Administrative Services prior to acquisition or reimbursement.

Step 3: **Purchasing/Payment Method:**

- CAL-CARD PURCHASE:** This form supersedes the Cal-Card Pre-approval form. Upon approval, purchase the item(s) using a District-issued Cal-Card provided to your Division VP or Dean. Item(s) may be shipped directly to the employee. Cardholder will attach a copy of the approved ***Request for Telecommuting Tools/Supplies form*** to the Cal-Card Monthly Reconciliation form. **(Recommended)**

- REIMBURSEMENT THROUGH ACCOUNTS PAYABLE:** Obtain approval prior to incurring any expenses. Upon approval of this form, employee may request reimbursement via the PeopleSoft [Payment Request](#) process within **60 days** of the expense/event. Reimbursements must be properly substantiated with receipts/invoices describing the items purchased, including the name and address of the vendor. Upload all receipts, including approved ***Request for Telecommuting Tools/Supplies form***, and supporting documents in the “Document Attachment” section of the Payment Request.

All program operating costs are proper charges against the department’s program budget. Finance and Administrative Services will consider Coronavirus response budget allocations and continue its engagement on the needs identified by the **EOC**.



Palomar Community College District
Request for Telecommuting Tools/Supplies

Date: _____

Department: _____

Employee ID: _____

Employee Name: _____

TOOLS/SUPPLIES: Each item must have a unit cost under \$200. Attach additional sheets as required.

Item	Product Source (Vendor)	Unit Cost	Quantity	Total Cost

DELIVERY TO LOCATION: _____

PAYMENT METHOD: Budget: _____

CAL-CARD PURCHASE: Purchase the item(s) using a District-issued Cal-Card provided to your Division VP or Dean. Cardholder will attach a copy of the approved **Request for Telecommuting Tools/Supplies form** to the Cal-Card Monthly Reconciliation form.
Cardholder Name: _____ **(Recommended)**

REIMBURSEMENT VIA PEOPLESOFT PAYMENT REQUEST: Obtain approval prior to incurring any expenses. Upon approval of this form, employee may request reimbursement via PeopleSoft Payment Request process within **60 days** of the expense/event. Upload all receipts, including approved **Request for Telecommuting Tools/Supplies form**, and supporting documents in the "Document Attachment" section of the Payment Request.

APPROVAL:

I certify that these are legitimate business expenses.

I.S. Approval for Technology Device _____ **Date:** _____

Manager/Supervisor Signature: _____ **Date:** _____

Dean/Director or Vice President: _____ **Date:** _____