

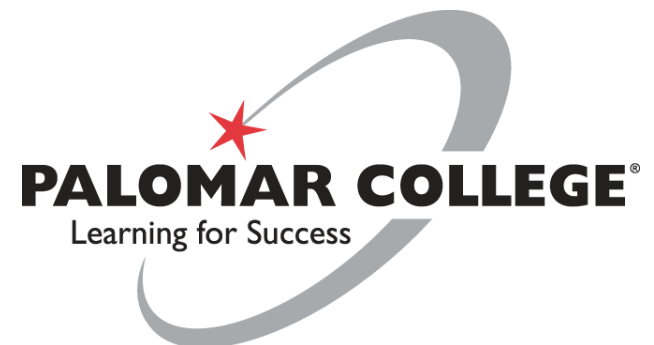


REIMBURSEMENT DURING COVID

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Presented By:
Fiscal Services
Human Resource Services

Updated 7/27/2021



Agenda

- MOUS
 - CCE
 - AA
 - CAST
 - PFF
- Reimbursement Guidelines and Steps
 - work-related telecommuting expenses
 - Internet expense reimbursement
- Denial/Appeals

MOU - CCE

Approves retroactive reimbursement of telecommuting expenses purchased by CCE represented employees during "Relevant Time Period".

Tools/Supplies: "Relevant Time Period": 3/13/2020 thru 3/31/2021

- Limits: \$200 per item, exceptions require approval of VPFAS, \$500 maximum per employee
- Deadline to submit reimbursement request: September 30, 2021
- Approved requests will be processed by Fiscal Services within 60 days of submission
- Includes Tools, Supplies and it becomes District property if District pays 50% or more.

Going forward from 4/1/2021

- Obtain pre-approval to purchase item and use department resources (e.g. PO funded with approved COVID-19 funding source or departmental budget)

Internet Expenses: "Relevant Time Period": 3/13/2020 thru 3/31/2021

- Reimburses 50% of internet expense, need proof of expense **OR** \$35.00 without proof of expense
- Deadline to submit reimbursement request for bills incurred from March 2020 – 3/31/2021 is September 30, 2021

Going forward

- Bills should be submitted quarterly thereafter during the duration of the MOU (ex. April, May and June by July 31st) see internet reimbursement table.

MOU – CAST and AA

Approves retroactive reimbursement of telecommuting expenses purchased by CAST and AA represented employees during "Relevant Time Period".

Tools/Supplies: "Relevant Time Period": 3/13/2020 thru 3/31/2021

- Limits: \$200 per item, exceptions require approval of VPFAS, \$500 maximum per employee
- Deadline to submit reimbursement request: September 30, 2021
- Approved requests will be processed by Fiscal Services within 60 days of submission
- Includes Tools, Supplies and it becomes District property if District pays 50% or more.

Going forward from 4/1/2021

- Obtain pre-approval to purchase item and use department resources (e.g. PO funded with approved COVID-19 funding source or departmental budget)

Internet Expenses: "Relevant Time Period": March 13, 2020 – 3/31/2021

- Reimburses 50% of internet expense, need proof of expense **OR** \$35.00 without proof of expense
- Deadline to submit reimbursement request for bills incurred from March 2020 – 3/31/2021 is September 30, 2021

Going forward

- Bills should be submitted quarterly thereafter during the duration of the MOU (ex. April, May and June by July 31st) see internet reimbursement table.

MOU - PFF

Approves retroactive reimbursement of telecommuting expenses purchased by PFF represented employees during "Relevant Time Period".

Tools/Supplies: "Relevant Time Period": March 13, 2020 – July 5, 2021

- Limits: \$200 per item, exceptions require approval of VPFAS, \$500 maximum per employee
- Deadline to submit reimbursement request: September 30, 2021
- Approved requests will be processed by Fiscal Services within 60 days of submission
- Includes Tools, Supplies and it becomes District property if District pays 50% or more.

Going forward from 7/6/2021

- Obtain pre-approval to purchase item and use department resources (e.g. PO funded with approved COVID-19 funding source or departmental budget)

Internet Expenses: "Relevant Time Period": March 13, 2020 – July 5, 2021

- Reimburses 50% of internet expense, need proof of expense **OR** \$35.00 without proof of expense
- Deadline to submit reimbursement request for bills incurred from March 2020 – July 1, 2021 is September 30, 2021

Going forward

- Bills should be submitted quarterly thereafter during the duration of the MOU (ex. July, Aug, Sept) see internet reimbursement table.

Reimbursement Process

Approved work-related telecommuting expenses incurred during retroactive period to be reimbursed. There are two primary parts to this process:

- **Part I:** Employees gather supporting documentation and complete the *Request for Telecommuting Expense Reimbursement e-Form*.
 - <https://www2.palomar.edu/pages/fiscalservices/>
 - <https://www2.palomar.edu/pages/covid19/request-for-telecommuting-expense-reimbursement/>
- **Part II:** Your department's fiscal contact should then submit approved requests using the **Payment Request** process within PeopleSoft Financials.
 - [Five Minutes with Fiscal -- Merging Documents](#) (and converting to .PDF)
 - **Alternative merge:** <https://www.adobe.com/acrobat/online/merge-pdf.html>
 - [Five Minutes with Fiscal -- Payment Requests](#)
 - [Creating-a-Payment-Request Guide](#)

Reimbursement (Internet)

Internet expense reimbursement

- District will retroactively reimburse represented employees for 50% with proof **OR** \$35.00 without proof, of internet expenses for months where the employee was working for the district and performing remote work.
- Excludes anything else, other than internet service
- If an employee's bill **remained steady** throughout the retroactive period, they should submit the *first* and *last* statements for the period as support for the costs incurred if claiming 50%
- If an employee's internet bill **changed** during the retroactive period, they will need to submit each statement for the period to support the reimbursement expense if claiming 50%.
- Going forward the District will reimburse 50% with proof **OR** \$35.00 without proof of the employee's internet expense during the period covered by the MOUs.
 - Can be submitted quarterly

Deadlines to Submit for Reimbursement

Classified Staff, Administrators and CAST

Internet	Dates of Coverage	Deadline to Submit
Retroactive Time Period	3/13/20-3/31/21	September 30, 2021
Quarter Cycle #1	4/1/21-6/30/21	September 30, 2021
Quarter Cycle #2	7/1/21 – 9/30/21	October 31, 2021
Quarter Cycle #3	10/1/21-12/31/21	January 31, 2022
Tools/Supplies	Dates of Coverage	Deadline to Submit
Retroactive Time Period	3/13/20-3/31/21	September 30, 2021
*All future tools and supplies purchases should be made with the regular preapproval process with your department.		

Faculty – (Full-Time and Part-Time)

Internet	Dates of Coverage	Deadline to Submit
Retroactive Time Period	3/13/20-6/30/21	September 30, 2021
Quarter Cycle #1	7/1/21 – 9/30/21	October 31, 2021
Quarter Cycle #2	10/1/21-12/31/21	January 31, 2022
Tools/Supplies	Dates of Coverage	Deadline to Submit
Retroactive Time Period	3/13/20-7/5/21	September 30, 2021
*All future tools and supplies purchases should be made with the regular preapproval process with your department.		

Part I - Employee Steps

1. Gather your documentation; scan, download or take a picture of your receipts and or statements. To help expedite your request, convert your documentation to .PDF format (File > Print and select "Microsoft Print to PDF" as the printer and click print).
2. Thoroughly check documentation to ensure accuracy.
3. Complete the Request for Telecommuting Expense Reimbursement e-Form and upload your documentation from Step 1 to that form.
4. Click "I certify. . ." followed by "Submit" on the e-Form to initiate the approval process.
5. Check your email for approval or denial.

If approved:

- Your department's fiscal contact will submit the request through PeopleSoft Financials.
- Fiscal Services will ensure documentation is accurate. If something else is needed they will contact you or your department via email.
- Payments will be processed by Accounts Payable once the Payment Request has been approved by VP Borth via PeopleSoft Financials.

Payment Request info

- Part 2 info:
 - Payment Request (PR) training is available via the 3PD Portal (7/16 @ 10AM and 7/19 @ 1 PM).
 - As noted in the PR Instruction Manual, a single attachment of merged documents must be used (form and receipts as a single document).



Reimbursement – Resources/Links

Forms and Resources:

- Payment Request Guide: Instructions for submitting reimbursement request to Fiscal Services
 - <https://www2.palomar.edu/pages/fiscalservices/>
 - [Creating-a-Payment-Request.pdf](#)
 - <https://www2.palomar.edu/pages/covid19/request-for-telecommuting-expense-reimbursement/>
 - [Five Minutes with Fiscal -- Payment Requests](#)
 - [Five Minutes with Fiscal -- Merging Documents](#)
 - Alternative merge: <https://www.adobe.com/acrobat/online/merge-pdf.html>
- Information Services Recommended Telecommuting Supplies list:
 - [I.S.-Recommended-Telecommuting-Items.pdf](#)
- 3PD Portal (Training)
 - [PD-portal-guide/](#)

Denials and Appeals

Written Communication

- Should an employee's request for reimbursement be denied, the employee shall receive the denial in writing.
- Denials will be made by the VPFAS

Appeals Process

- Employees will have 30 days to appeal a denial of a claim
- Submit to respective Vice President
- Written decision will be made within 30 days

Questions?

THANK YOU FOR ATTENDING!

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PS Financials Contact: salmaraz@palomar.edu