

# 2023 Work from Home Expense Reimbursement Policy (CANADA)

## INTRODUCTION

Granicus has embraced a remote working\* philosophy and this policy is intended to help offset expenses associated with working from home. This is a supplement to the Granicus Expense Reimbursement Policy. This allowance is available to regular, full-time employees, who are not office-based and replaces all previous reimbursement policies related to mobile, internet, utility, or workstation expenses.

The objective is to ensure all employees have a clear and consistent understanding of which expenses the company will share under this policy. All expenses must be documented in the appropriate reimbursement system, approved by your direct manager, and supported with acceptable receipts in accordance with the Granicus Expense Reimbursement Policy. Any deviation from this policy may result in your expense reimbursement request being denied.

## WORK FROM HOME ALLOWANCE

Granicus will reimburse regular, full-time employees for a portion of internet, cell phone, and utility expenses on a monthly basis. These expenses are only eligible for reimbursement if they are shared expenses, and these items are used for Granicus business purposes. Ex: If you are not using your personal cell phone for company use, it is not eligible for reimbursement under this policy.

### Guidelines

Eligible employees are permitted to submit an expense report once a month for up to a maximum of \$125 CAD. In order to simplify the expense reimbursement process, employees can submit one or more of the following receipts, home internet service, cellular service or utilities (gas or electric) incurred for business purposes, each month.

### Administration

- Expense reports should be submitted monthly or quarterly, within 60 days past the end of the billing period.
- If submitting a quarterly bill, please ensure you have not doubled up an expense reimbursement request for any given month.
- Be sure to include all relevant receipts on the expense report.

### Additional Information

*This reimbursement is not intended for use with company-provided mobile devices. HR review and approval will be required for these situations and will result in a reduction or elimination of expense allowance. Granicus may require security protocols be enabled to maintain contractual requirements to our customers, failure to comply with these requirements may lead to partial or full ineligibility for this program. \*Remote working implies any location where you are legally authorized to work, and Granicus has an established entity.*