



Faculty Home Internet Services Reimbursement Form

Attach completed form to *Business Expense Reimbursement form*

Internet Service Provider (specify):

	Month/Year of Coverage (mmm/yy)	Monthly Rate	GST Amount	PST Amount	Subtotal	Business Use eg .50	Claim Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Attach original paid receipts/invoices							

- Claims for reimbursement of home internet charges are governed by [Guidelines for Reimbursement of Home Internet Services Expenses](#).
- Claim is based on internet portion of services only. Service provider statements or other supporting documentation must be submitted with your claim.

----- Attestation

To be completed by Claimant:

I attest that the amount of the attached home internet service invoice which I am claiming for reimbursement represents the portion of the charge attributable to my University of Victoria teaching, research, professional development activities or other university employment related responsibilities.

Name: Faculty/Department

Signature: Date

To be completed by Account Holder or 'one over one' authority:

Name: Faculty/Department

Signature: Date