

# Remote Work Equipment and Expense Acknowledgment

This acknowledgment documents the remote work equipment provided to the employee and outlines the process for reporting and reimbursing work-related expenses. The employee affirms understanding and compliance with the company's remote work equipment and expense policies.

## Equipment Issued (if applicable):

- Laptop / Computer: \_\_\_\_\_
- Monitor(s): \_\_\_\_\_
- Keyboard / Mouse: \_\_\_\_\_
- Headset: \_\_\_\_\_
- Other: \_\_\_\_\_

## Expense Reimbursement Guidelines:

- Employee is responsible for obtaining and submitting receipts for all approved work-related expenses.
- Requests for expense reimbursement should be submitted within the timeline and channels as outlined in the company policy.
- Personal expenses and non-approved equipment are not eligible for reimbursement.

## Employee Acknowledgment

I acknowledge receipt of the above-listed equipment (if any) and agree to use it in accordance with company guidelines. I further understand the company's policies regarding expense reimbursement and agree to abide by them while working remotely.

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Employee Signature \_\_\_\_\_

Date \_\_\_\_\_