



WFH Stipend Policy 2021

Effective July 2020, we will be offering a \$50 (non-taxable) WFH (Work from home) stipend to help offset any internet and cell phone costs during our work-from-home period.

Eligibility

WFH reimbursements are available to regular, full-time employees.

Policy

Employees will be reimbursed up to **\$50 per month** via Expensify. Please note, **receipts are not required.**

Procedure

Example: In order to receive your monthly stipend (WFH) for the month of January, please file your expense report in Expensify no later than February 15.

To streamline your expensing, please follow the below format in [Expensify](#):

1. **Under Category**, select from the dropdown menu:
 - For WFH - 'WFH Stipend'
2. **The Department** should be your home department.
3. **Under Description**, please follow the below format:
 - For WFH reimbursement: 'January 2021 WFH Stipend'

See below for WFH Stipend Example:

New Expense



Expense

Distance

Per Diem

Multiple

Merchant* WFH Stipend



Date* 2021-02-01

Total* 50 USD \$

☒ Reimbursable ☐ Billable

Category* WFH Stipend



Attendees You

Departments* G&A — People Operations



Division* Advertising



Description January 2021 WFH Stipend

Report Type to search...



Save