

To: All Employees

From: [Management/HR Department]

Date: [Insert Date]

Subject: Remote Work Monthly Expense Reimbursement Policy

Dear Team,

To support our remote work environment, [Company Name] is implementing a monthly expense reimbursement policy effective [Start Date]. This policy is designed to cover essential costs associated with maintaining a home office.

1. Monthly Stipend Amount

Eligible employees will receive a fixed monthly stipend of [Amount] to cover recurring costs such as high-speed internet, electricity, and phone usage.

2. Eligible Expenses

The following items are eligible for reimbursement under this policy:

- Internet service provider fees
- Home office utilities
- Mobile phone data plans (if used for business)
- Necessary office supplies (paper, ink, etc.)

3. Submission Process

To receive reimbursement, employees must:

- Submit an expense report through [Software Name/Portal].
- Attach copies of itemized receipts or bills.
- Submit all claims by the [Day] of the following month.

4. Limitations

Expenses exceeding the monthly cap or items not listed above (such as office furniture or personal equipment) require prior written approval from [Department Manager].

Please contact [HR Email/Contact] if you have any questions regarding this policy.

Best regards,

[Name]

[Title]

[Company Name]