



Home-Office Allowance Policies

This financial supplement is to provide you with money to put towards creating a more effective and comfortable at-home working environment. This is a one-time allowance that can be used for office furniture, equipment, supplies and internet service.

How it works:

You are eligible to submit a **single expense report with receipts up until December 31st, 2021 for up to \$150** in qualified items that you have purchased since we went remote on March 16th, 2020 (or your first day with Pax8 if that was after March 16th) and going forward through 2021.

When submitting your expense report in Concur, be sure to submit these expenses as its own expense report and not combined with items that fall outside of this program. **NOTE: Title this expense report as Home-Office Allowance and select Office Supplies as the type of expense.**

Ownership:

You are responsible for ordering/purchasing the items that you need, and you will own them. Pax8 will not be responsible for providing service, repairs, upgrades, assembly, installation or replacement of any purchased items. Pax8 has no liability should your item(s) not arrive, be damaged or require being returned to the supplier.

When ordering items, it is advised that you check to see where they will be shipped from as items coming directly from China have been getting caught up in customs and could take months to receive.

Eligible Items:

- Desk
- Desk-top riser
- Office chair
- Exercise ball for sitting
- Printer
- Printer stand/cart
- Filing cabinet
- Desk lamp
- Office chair mat (to protect floor)
- Office chair lumbar support cushion
- Keyboard wrist support
- Desk mat
- Desk/Office organizer
- Mouse pad
- White board



- Bulletin board (cork, pin or magnetic)
- Internet service
- Office supplies:
 - Printer cartridges
 - Printer paper
 - File folders
 - Pens/Pencils/Markers
 - Sticky notes
 - Legal pads
 - Push pins/magnets for bulletin boards
 - Paperclips

*Expense reports will be reviewed by the Finance department and should they contain items that do not qualify for this program the expense report will be returned for resubmission for only qualified items.