



Division of Finance and Administration

*A message from Chief Financial Officer and
Vice Chancellor Ronald S. Cortez*



Dear colleagues:

Business offices from across campus have been receiving requests from employees for reimbursements of expenses associated with working from home during the COVID-19 crisis. The [UC Office of the President recently provided guidance](#) on how University of California policy should be applied to the reimbursement of these expenses. Please keep in mind the following when approving reimbursements for employees working from home:

- **Remote Workers are not on Travel Status**
Employees who are working from home are not on travel status as defined in the [G-28 Travel Policy](#). Campus organizations should not use travel reimbursement policies or procedures to reimburse employees who are working from home for meal expenses, etc. If they have to travel to their office where they would normally work, that is a non-reimbursable commuting expense.
- **Virtual Meeting Meals are not Reimbursable**
Business meetings require an in-person host and are intended for on-premises and/or in-person meetings of employees according to [UC Policy BFB-BUS-79](#), which governs the reimbursement of meal and entertainment expenses. Meals taken during a teleconference meeting (e.g., Zoom) are not reimbursable because the meeting does not meet this definition.
- **Purchasing Electronics for Home Use**
Purchases of cell phones, computers, printers, and other electronic devices are permissible under [UC Policy BFB-G-46](#), which outlines the purchase of electronic resources. However, only business-related **equipment that can be returned to the office** after the remote work arrangement should be reimbursed.

Additionally, department heads should approve such purchases **only if an employee cannot take home their office equipment** and does not have home equipment that allows them to perform their job. Please review the [process for borrowing university-owned equipment](#).

As a reminder, please ensure you are following the correct purchasing guidelines: <https://procurement.uci.edu/covid-19/>. We appreciate your patience and support during this time of significant change for our campus and the entire UC system. For Procurement questions, please email procurement@uci.edu, and contact the [UCI Accounts Payable Team](#) for reimbursement questions.

Sincerely,

Ronald S. Cortez, JD, MA

Chief Financial Officer

Vice Chancellor, Division of Finance and Administration

UCI Division of Finance and Administration | With U • For U

Office of the CFO and Vice Chancellor

455 Aldrich Hall

Irvine, CA 92697-1025