

New Hire Remote Office Setup Allowance

ACUE is committed to ensuring **new hires** transition to working comfortably and productively in a remote environment. To this end, the **New Hire Remote Office Setup Allowance**. Under this program, **new hires (only)** can receive up to \$300 in reimbursement in their **first year** to offset expenses related to setting up/upgrading their home office.

Reimbursement-eligible items include products that enhance productivity while working from home.

Allowable Expenses include, but are not limited to, the following:

- Desks & Desk Accessories
- Office Chairs & Seating Accessories
- Webcams & Headsets
- Laptop/Computer Accessories
- Monitors & Monitor Accessories
- Office Printer/Scanner

o Reimbursement requests should be submitted to accounting@acue.org for approval

o Reimbursement requests must be accompanied by receipts supporting the purchase

o Employees may receive reimbursement for multiple eligible items up to the annual cap

If you are unsure about eligibility, please contact accounting@acue.org for guidance. For those of you who hold an ACUE credit card, please do not use it for **Office Upgrade /Set-Up** purchases.

Please use a personal form of payment and submit it with the receipt (s) for ACH reimbursement.