



Espresa

TEMPLATE

# COMPUTER REIMBURSEMENTS

[espresa.com](https://espresa.com)





# Computer Reimbursement Template

Your productivity is our COMPANY's culture commitment. That's why we're happy to offer flexible reimbursements to support your investment in tools such as computers!

## ELIGIBLE EXPENSES

Below is a list of expenses that are eligible for reimbursement.

- Plan eligible date: Jan 1, 2021, to Nov 30, 2021 – [Note: you can also perform a run out period to Jan 31, 2022]
- Final date to submit expenses is Nov 30, 2021

Love technology? Us too. That's why COMPANY allows for all our salaried and hourly full-time employees to purchase their own computer for work. Computer is defined as a desktop or laptop. Tables are not considered as part of this reimbursement, unless required for your job and is approved on a case-by-case basis.

## ELIGIBILITY

Only salaried and hourly full-time employees who purchase a computer to be used during working hours are eligible for the computer reimbursement program.

## POLICY

The amount of the computer reimbursement is set out below unless a higher reimbursement amount is approved by your manager and your HR team. Example – you need a specialized computer for design or other resource heavy programs.

COST OF COMPUTER (USD)	ELIGIBLE REIMBURSEMENT PERCENTAGE (%)
\$900 - \$1,400	100%
\$1,400 - \$1,800	100% of the first \$1,400, and 50% of the remainder cost of the computer
\$1,800+	100% of the first \$1,400, 50% of the second \$500, and 0% of the remainder cost of the computer, unless otherwise approved

## GUIDELINES

- COMPANY will not reimburse for additional cost of warranties or accessories beyond what is part of the standard package
- The purchase date of the computer reimbursement requested must be after your hire date
- The purchase date is the date listed on your receipt
- You may only request one (1) computer reimbursement every three years
- The computer must be solely owned and operated by you and may only be used as a personal computer outside of work
- You must receive prior approval by your manager prior to making the purchase and include the approval in your reimbursement submission
- After the purchase, please submit your reimbursement request via our Espresso Culture Benefits® platform
- If you resign within 12 months of submitting the request for computer reimbursement, you will need to pay back a pro-rated portion of the reimbursement
- Pro-ration will be calculated as follows:  $((365 - \text{days worked since reimbursement}) / 365) * (\text{amount of reimbursement})$
- If you are for some reason discharged in an in-voluntary separation by COMPANY, you will not be required to pay back the computer reimbursement

## CONDITIONS

We want you to have a minimum level of excellence with any computer you may purchase. For you to use this to perform your work, COMPANY wants to ensure you meet or exceed the following:

- 3.0 GHz dual core processor
- 8 GB of RAM
- 500GB Hard Drive – preference for Solid State Drive
- Webcam, microphone, and WIFI enablement

COMPANY uses Culture Benefits platform Espresa to manage our reimbursements. That means you have a single location either online or in-app to submit your claim and can see in real time when you're approved. Additionally, if there are any issues with your reimbursement request, you'll see it within the chat feature of the platform in real time, so you'll know exactly what to do, and won't have to submit a new claim. You'll simply be able to, for example, resubmit your receipt or add additional details.

## **EXCLUSIONS**

There are exclusions to eligibility of your reimbursement claim – for example, items that fall outside of the eligibility list above. If you have questions, don't hesitate to reach out to your [Espresa support team](#) and culture team at COMPANY.

**How can we help you today? Reach out to your culture team with [Espresa](#) to learn more about how flexible reimbursements can energize your remarkable talent.**