

## **FAQs - Post Pandemic Strategic Initiatives Fund – Small Equipment Fund**

Q: I will be working part time at home and part time in the office, will I be eligible to participate in this fund?

A: Yes – any employee (administrative, BCGEU or KFA) who has entered into a remote working agreement is eligible to participate.

Q: I purchased some equipment before this initiative was made available, can I claim expenses from then?

A: No, the fund is required to help support employees who have formally entered into a remote working agreement. Any purchases made before an agreement has been signed are considered out of scope.

Q: Are there preapproved vendors that I can make purchases from?

A: No, there are no restrictions on vendors for these purchases and employees can make purchases from their preferred vendor.

Q: Am I to use my KPU purchase card for these?

A: No, this initiative is applied on a reimbursement basis. Employees, have to have spent the funds and must put in a claim for reimbursement through an expense report using the cost code 4564-7120.

Q: Will IT help support or set up my hardware?

A: IT can assist with installation of printers or any other small hardware that would require elevated level of access for installation. Please reach out to the IT Service desk for assistance. KPU Compatible Equipment – [HERE](#).

Q: Can I make multiple purchases up to \$300?

A: Yes. If a purchase is less than \$300, an employee can make an additional purchase and include them to claim up to \$300 towards their overall expense. The employee will only be reimbursed for what was spent and will not automatically receive \$300 if the claim is for less. Claims can only be submitted one time for each employee.

Q: Can I submit this expense claim on the same expense report as other expenses not being claimed under this fund?

A: No. The expense claim can only include items being claimed under the small equipment fund.

Q: Can I utilize this initiative alongside the reimbursement policy for a home printer and or print toner?

A: No. once this is initiated, the reimbursement policy for claiming a home printer and or print toner up to \$200 will be cancelled.

Q: Will I be reimbursed for the mileage to pick up my items?

A: Per the current policy pertaining to mileage reimbursement, you will not be reimbursed if you need to travel to location and pick up or purchase your items.