

Request for Payment of Internet Connection Service Allowance

Employee Name _____ OSU ID _____

Employing Unit _____

Description and provider of Service _____

Description of Employee's Business Use of Service _____

Time Period of this Request _____ to _____

Full Startup & Installation Cost (if applicable) _____

Startup & Installation Cost Allowance Amount (if applicable) _____

Full Ongoing Service Cost _____ per _____

Ongoing Service Allowance Amount _____ per _____

Total Allowance Amount This Request _____

Chartfield for payment _____

Under the **Policy on University Payment for Employee Home and Off-Campus Internet Access**, an Internet connection allowance may be provided for an employee whose duties and responsibilities require regular Internet access for business purposes while off-campus, outside normal business hours and locations, or from home. Full funding must be available in the approving unit or sponsored project. The allowance amount is at the discretion of the approving unit, but is limited to actual startup and installation charges and a maximum of up to \$75.00 per month for actual ongoing connection service charges. The allowance may be used for more than one service. Documentation of costs should be attached to this form.

By signing this document as employee, I acknowledge that the allowance amount will be included in my taxable income. I may use the service for personal purposes, and I am not required to keep records of my use.

Employee Signature _____ Date _____

Department/Unit/Project
Approval Name
and Signature _____ Date _____

College or Vice-Presidential
Area Approval Name
and Signature _____ Date _____