

Work Equipment Reimbursement Claim

Subject: Reimbursement Request for Remote Work Equipment

Dear [Manager/HR Department],

Per our company's remote work policy, I am submitting a reimbursement claim for necessary equipment purchased to facilitate my work-from-home arrangement.

As discussed during our transition to remote work on [Date], I purchased the following items to create a functional home office:

1. [Item 1] - \$[Amount] - [Brief justification]
2. [Item 2] - \$[Amount] - [Brief justification]
3. [Item 3] - \$[Amount] - [Brief justification]

Total reimbursement requested: \$[Total Amount]

All purchases were made between [Date Range] and fall within the company's reimbursement guidelines of \$[Maximum Amount] per employee. These items are used exclusively for work purposes and have significantly improved my productivity and ability to perform my duties remotely. Attached are itemized receipts for all purchases. Please process this reimbursement through [preferred method: next payroll cycle, direct expense reimbursement, etc.].

Let me know if you need any additional documentation or have questions about any of these purchases.

Best regards,

[Your Name]

[Employee ID]

[Department]

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