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Do I need pre-approval for these expenses before ordering/claiming?

No.

Is broadband covered under this policy as well?

Yes, up to the equivalent of 20 USD per month.

How do I claim WiFi reimbursement in Travel@IBM?

One expense report per month should be claimed with receipts where required, not to exceed 20 USD per month or your reimbursement currency equivalent if different than USD. For detailed claiming instructions click here: [Claiming instructions](#). (Download for better image resolution.)

What currency conversion do I use for claiming 20 USD on Concur?

If you are eligible for wifi reimbursement (per guidance above) you should enter your actual expense each month in your country's currency up to the equivalent of 20 USD. Travel will apply the Oanda exchange rate as of the date of the expense.

I have always been a Work from Home employee, even prior to the Covid-19 pandemic. Can I claim wifi expenses for reimbursement?

No. WiFi reimbursement is limited to employees required to work from home due to the pandemic.

Can I submit a Wifi reimbursement request for the months in 2020 when I was working remotely due to COVID-19?

Reimbursement for WiFi expense up to 20 USD per month can be submitted starting from when you were told to work remotely due to COVID-19; for the vast majority of IBMers, the work from home guidance was issued in March 2020. One expense line item per month should be claimed with receipts where required. The total Wifi reimbursement that you submit from 2020 will be deducted from the 600 USD total maximum for Wifi, IT accessories and supplies combined, which is allocated to each IBM employee within this policy.

How to handle exception messages for claiming an expense incurred over 60 days?

If you submit Wifi expense claims for 2020, the total reimbursement that you submit will be deducted from the maximum 600 USD for Wifi, IT accessories and supplies combined, which is allocated to each IBM employee for 2021. For expenses submitted that are older than 60 days, please indicate in the comments that your old expenses are eligible under the global program announced in May 2021.

Is an invoice/receipt required for Wifi?

Receipt requirements are country-specific. Travel@IBM will indicate if you will need to attach a receipt in order to be reimbursed.

What if my invoice/receipt is less than or greater than 20 USD?

Employees can be reimbursed for wifi expenses at the equivalent of 20 USD or less per month, and your expense submission should not exceed your receipt amount. If your receipt is less than 20 USD, your expense submission should match the receipt amount. If your receipt is greater than 20 USD, your expense submission should be 20 USD.

I have an invoice for Wifi in my partner's name. Will that be a problem?

No. You can add a short explanation in the expense comment field.

Is WiFi reimbursement taxable?

WiFi is taxable in some countries. Depending on the country, this may be done automatically via Travel@IBM or manually by the Travel team after you have been reimbursed.

In which countries is WiFi taxable?

WiFi is taxable in following countries:

- Americas: Argentina, Aruba, Barbados, Costa Rica, Curacao, Jamaica, Peru, Trinidad and Tobago, Uruguay
- MEA: Angola, Algeria, Chad, Congo, Gabon, Ghana, Kenya, Kuwait, Madagascar, Mauritius, Morocco, Nigeria, Qatar, Saudi Arabia, Seychelles, South Africa, Tanzania, United Arab Emirates
- Europe: Belgium, Czech Republic, Finland, Germany, Israel, Italy, Luxembourg, Norway, Portugal, Slovakia, Spain, Sweden, Switzerland
- AP: Australia, China, Hong Kong, Japan, Korea, Singapore, Taiwan, Thailand

Depending on the country, this may be done automatically via Travel@IBM, or manually by the Travel team after you have been reimbursed.

Be aware that there could be a delay in taxation initially, and you may be taxed on multiple reimbursements at the same time.

I am on an assignment in another country that allows this policy, but my home country does not, which policy should I follow?

You should follow the policy of your assignment country.

For the Status of your expense claim(s) or to Recall an expense report, press the button below:

[Claim status](#)

[Recall Expense](#)

Find more details on "Home Office Supplies / Internet Expense & Purchasing Guidance" by clicking the buttons below.

[Home office supplies + IT accessories during Covid](#)

[Telecom, internet-related Policy \(Business as Usual\)](#)

Our response addresses most queries. If you still seek guidance, please ask your Manager or create a ticket for an HR agent to assist you (below)

[Create ticket](#)

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Please ask me your question as a short sentence in English.