

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.500	1 of 1	January 1, 2012
Subject	EMPLOYEE EXPENSES TELEWORK PROGRAM		

1. Reimbursement of telework expenses is not allowable.
2. Direct billing of telework expenses is not allowed unless it is a special circumstance that has been approved by the Director of the Department of Administrative Services.
3. A Telework Agreement is required for an employee to receive compensation. Compensation is allowable as defined in [Chapter 18.05 - Telework Program](#) of the Department of Administrative Services - Human Resources Enterprise (DAS-HRE) Managers and Supervisors Manual.
4. Telework compensation is added to the employee's taxable wages, is subject to taxable withholdings and reporting, and is paid through Centralized Payroll.
5. The intent of this policy is not to restrict employees from the usage of internet services while in Travel Status.
6. Chapter 18.05 - Telework Program in the Managers and Supervisors Manual provides additional information. This manual and other Telework Program documents are located on the DAS-HRE website in the [Managers and Supervisors Manual](#).