



US & Canada Work From Home Reimbursement Policy

GumGum's offer a \$55/month USD (or \$55/month CAN for Canada employees) work from home (WFH) reimbursement to help offset any internet or cell phone costs during our work from home period. This reimbursement is non-taxable and paid on a quarterly basis (for a total of \$165/quarter).

Eligibility

WFH reimbursements are available to regular, full-time US and Canada employees. Employees are eligible first of the month following date of hire. You must be an active employee during the last month of the quarter to receive the quarterly reimbursement.

Policy

Active employees will be reimbursed up to \$55 per month via TripActions on a quarterly basis. Please note, receipts are **not required**. Reimbursements must be submitted during the last month of the quarter (by the 15th during March, June, September, December).

Examples

Example 1: For Current Employees:

In order to receive your quarterly WFH reimbursement for Q1 (January - March), please file your expense report in TripActions during the last month of the quarter, no later than March 15th.

Example 2: For New Hires:

You are a new hire who started with GumGum on January 15th. You are eligible for your WFH reimbursement on February 1st (first of the month following your start date).

- You will submit an expense report with a total of \$110.00 (USD or CAN based on location) for February (\$55/month) and March (\$55/month) no later than March 15th.

Example 3: For Terminating Employees:



- You are an employee who is leaving GumGum on March 15th. You may submit for your reimbursement prior to your last day of GumGum to receive your quarterly reimbursement.
- You are an employee who is leaving GumGum on January 15th. You will not be eligible for your quarterly reimbursement as you are not an active employee during the last month of the quarter.

How to Submit via TripActions

1. Download the TripActions Liquid App on your smartphone device or login to [TripActions](#) on your computer.
2. Select “Add Transaction”
 - a. Select one of the following:
 - i. Scan/Upload a receipt
 - ii. Import from personal card (*available on mobile app only*)
 - iii. Type in details
 - b. Enter the required details:
 - i. **Location:** *Vendor Location*
 - ii. **Merchant:** *Vendor Name. For example: Spectrum, Verizon, AT&T, etc.*
 - iii. **Date of transaction**
 - iv. **Expense Type:** *‘Work from home’ (Choosing WFH will auto populate GL code, etc.)*
 - v. **Division**
 - vi. **Department**
 - vii. **Total**
 - viii. **Participants:** *You will be auto populated. Please add in any others.*
 - ix. **Description:** *Please be as descriptive as possible. For example; Lunch with Client Name.*
3. Select ‘Submit’

Please note: These benefits do not rollover and cannot be claimed after the submission deadline. Even though we don’t anticipate this, reimbursements may be suspended or canceled at any time.

Feel free to reach out to Accounts Payable or People Ops if there are any questions!