

Texas Woman's University
COVID-19 Internet Service Reimbursement Request

Employee Name:	TWU ID:	Date:
Title:	Department:	
<p>Texas Woman's University will reimburse new internet service up to \$67 per month with approval and proof of new established service for the duration of the remote work. This reimbursement does not apply to those with existing service.</p>		

New Internet Service Reimbursement	_____ (up to \$67)
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Effective Date:	
End Date:	
Source Account:	

<p>I hereby certify that I understand reimbursement for internet service is strictly for new internet service and only for the duration of remote work.</p>	Printed Name:	
	Signed:	
	Date:	
<p>Provost or Vice President Authorization</p>	Printed Name:	
	Signed:	
	Date:	

Please submit the completed form to Payroll by the prescribed payroll deadlines. Stipends for requests received after the deadline will be included on a subsequent check.

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 To be completed by Payroll Office

Payroll Office	Processed by:	
	Date:	