



**REQUEST FOR HIGH SPEED INTERNET ACCESS**

High speed internet access (commercially provided xDSL or cable modem) is available to the residence of designated computer support professionals who are on-call at home and need high-speed access to fulfill job responsibilities. The responsibility for determining such business requirement, providing justification and for supplying such funding will rest with the employing unit. Employees can claim 50% reimbursement of initial installation fees and flat monthly access fees, if the service is to be used for personal use as well as business. Employees can claim 100% reimbursement of initial installation fees and monthly access fees, if the service is to be used solely for business purposes. Employees are expected to have access to an appropriately configured computer. The reimbursement should be coded to account 73502, Internet Connection Fee.

Last name:

First name:

E-mail:

50% Reimbursement Claim:

100% Reimbursement Claim:

Service Provider Contacted:

Monthly Cost: \$

Installation Fee \$

Justification for Request:

I hereby agree to request high speed internet access from a local commercial provider and take appropriate responsibility to provide payment to the commercial provider as stated in their payment policy. I will subsequently submit a claim to Memorial University on a monthly/quarterly basis requesting reimbursement for the (pro-rated) initial installation fee and the basic monthly fee. I will also provide original of the service provider's monthly bill as verification of costs.

For staff requesting 100% reimbursement:

I declare that this service will be used solely for business purposes.

Initial

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Financial &

\_\_\_\_\_  
Date

Administrative Services