

## Proceso para rendición de gastos de Internet (Mayo 2021)

Es importante entender que este proceso es excepcional en situación de pandemia. Que deja de estar activo al momento en el cual podamos estar en la oficina o cuando IBM así lo comunique. El proceso no es retroactivo. Solo puede ser utilizado a partir de Mayo 2021 y hasta la finalización de las condiciones planteadas anteriormente)

Step 1:

Log in to [Travel@IBM](https://w3.ibm.com/travel/) (<https://w3.ibm.com/travel/>) and create a new report

After hitting next, select no when asked if this report will include travel allowance expenses

Create a New Expense Report

Report Header

Report Name: Covid-related Expenses | Policy: Travel and Expense (US) | Legal Entity: US 0147

Business Purpose: wifi reimbursement | Report Category: Non-Travel Expenses

Charge to Accounting (leave blank to charge your default dept): [ ] | BMS Project: [ ] | Dept/Cost Center/Int Order: [ ] | Division/Major: [ ] | WBS Element: [ ]

Expense Includes Spouse/Partner Travel | Comment: [ ]

Report Key: [ ]

Receipt Status: Not Required | Receipt Image Status: not.required

Redirect Cash Payment to Card | Amount: [ ]

Next >> Cancel

Step 2:

Select BCP Related Expenses (Restricted Use) type in Category 07. Communications under New Expense -- it is the Top Item under Category 07

Note: If your country is not listed below and the category does not yet appear in your tool, it is still in process and the category should appear shortly.

*Countries not included (refer to your in-country policy):*

Austria, Chile, France, Mexico, Netherlands, Russia, Slovenia

Step 3:

Fill out the following mandatory fields -

- Expense Type
- Transaction Date
- Vendor Provider
- City of Purchase
- Payment Type
- Amount (up to \$20USD, or local currency equivalent, per month)
- **\*\*\* Acá para nosotros vamos a tomar un dolar a \$93 de momento, por lo cual se pueden rendir \$1860)**

Step 4:

Create one expense line item for each month and attach receipt if required

**Se puede cargar la factura incluso si no figura a nuestro nombre, pero tiene que ser nuestro domicilio registrado en Workday.**

Step 5:

Submit expense report