ESD
Earth Sciences Division

Remote Access at a glance

May 2005, Revision 1

High Speed Remote Access Approval and Reimbursement

The policy is located at http://www.lbl.gov/CIO/Policy/9.02-320/9.02-320.HighSpeed.html This policy applies to those who are receiving or wish to receive reimbursement for their home high speed remote access lines based on an employee's eligibility. This policy is effective immediately. LBNL will only be able to reimburse 50% of costs related to this policy (exceptions may apply).

Employee:

1. For requests or changes, send a letter or email indicating your "eligibility/criteria to receive reimbursement" to your supervisor and the PI of the project being charged, to obtain preapproval.
2. Forward the approval to Peter Lau, the Computers and Finance Coordinator, with the request to receive reimbursements for remote access.
   a. If the request is for an exception to the 50% reimbursement rule, please provide further justification.
3. Once you have been notified that the Division Director's approval letter is on file with NTD (Networking and Telecommunication Department), proceed with the next steps. Also see "Division Approval."
4. Contact NTD (x7997) for information only on how to contact local service carriers. You must set up your own appointment for installation.
5. Process a Request for Issuance of Check form and attach original billing statement(s). To reduce processing costs, it is recommended to submit these requests quarterly.
6. Forward forms and receipts to the Business Manager (Maryann Villavert).

Division Approval:

1. The Division Director's (Bo Bodvarsson) approval letter for employee requests must be on file with NTD prior to reimbursement.
2. The Business Manager (Maryann Villavert) will approve the Request for Issuance of Check forms.

Eligibility/Criteria to Receive Partial Reimbursement:

50% reimbursement may only apply to the following employees:

- Those who are expected, as part of their normal work, to respond to after-hours contingencies or to monitor critical LBNL systems by computer. This does not include occasional telecommuters.
- Employees who receive "on call" pay whose primary response duties on call would involve responding via computer.
- Employees whose primary worksite is their home or non-LBNL location where they are personally responsible for providing high speed access. This does not include casual telecommuters.

For a complete description of these and all other policies, please contact Maryann Villavert, ESD Business Manager @ x7357, mvillavert@lbl.gov

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