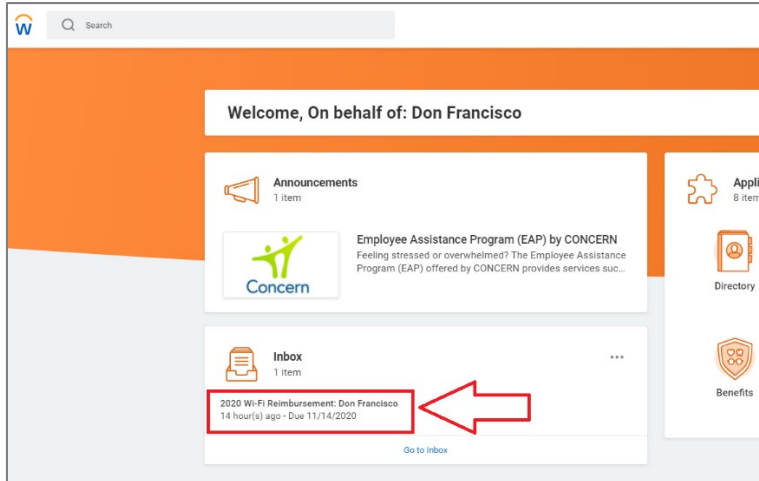


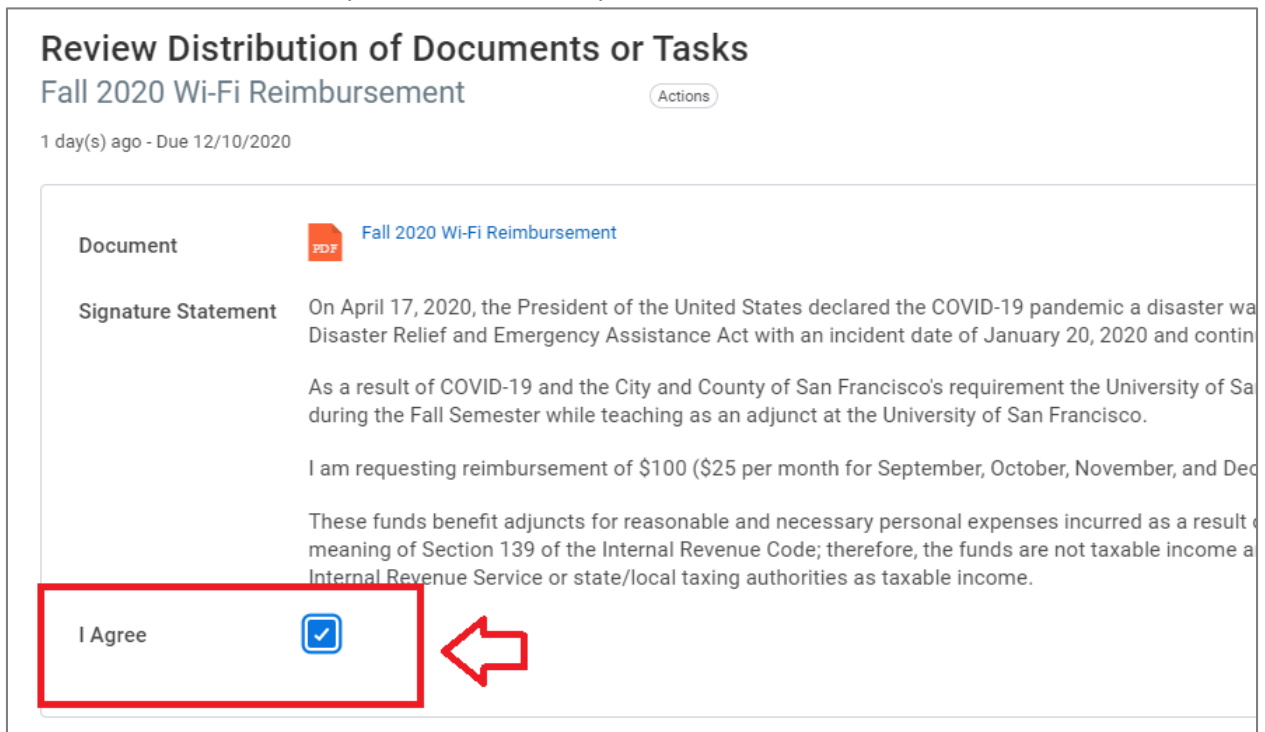
## Instructions to Complete the Wi-Fi Reimbursement Form:

Login to [USF Works](#).

- 1) Once you are logged in, click on the **Wi-Fi Reimbursement** task in the inbox.



- 2) Review the acknowledgement form. If you agree to the terms of the form, check the **"I agree"** box and then click **Submit**. Once you submit the form you are done.

A screenshot of the "Review Distribution of Documents or Tasks" page for "Fall 2020 Wi-Fi Reimbursement". The page title is "Review Distribution of Documents or Tasks" and the subtitle is "Fall 2020 Wi-Fi Reimbursement". There is an "Actions" button. Below the title, it says "1 day(s) ago - Due 12/10/2020". The main content area shows a document titled "Fall 2020 Wi-Fi Reimbursement" with a PDF icon. Below the document, there is a "Signature Statement" section. The statement text reads: "On April 17, 2020, the President of the United States declared the COVID-19 pandemic a disaster wa... Disaster Relief and Emergency Assistance Act with an incident date of January 20, 2020 and contin... As a result of COVID-19 and the City and County of San Francisco's requirement the University of Sa... during the Fall Semester while teaching as an adjunct at the University of San Francisco. I am requesting reimbursement of \$100 (\$25 per month for September, October, November, and Dec... These funds benefit adjuncts for reasonable and necessary personal expenses incurred as a result o... meaning of Section 139 of the Internal Revenue Code; therefore, the funds are not taxable income a... Internal Revenue Service or state/local taxing authorities as taxable income." At the bottom of the form, there is a red box around the "I Agree" label and a checked checkbox, with a red arrow pointing to it.