

Allowable Reimbursements -Technology-

Tax Treatment: Taxable

Applies to: Groups 1, 2 and 3¹

In support of professional growth, education, and hybrid work environments, the following are allowable under Technology.

Allowable Reimbursement Costs
Application, reference, and educational software
Note: All application, reference and educational software must be directly job related
Desktop computers and laptops including monitors, keyboards, and mice
Ethernet cable
Headphones, ear buds and headsets
Printers
Protective device cases
Smart phones and mobile phones
Web cameras
Wireless routers and extenders

¹Group definitions include the following bargaining units:

Group 1: ESC (75), SCLEA (30,40,41,70), SCPA (45), SCPDIA (55,56), SCPDAA (60), SEIU² (01,05,10,25), WCE (21)

Group 2: Local 39 (85)

Group 3: Salary Resolution (00,49,50,51,52)

² SEIU MOU allows staff development reimbursement through 6/30/2025

Allowable Reimbursements -Technology-

The following provides a list of exclusion examples. **This list is NOT all inclusive**, and the County reserves the right to exclude any expense which may not conform to the intent for the use of County funds or resources.

Employees are encouraged to seek guidance from the Human Resources Department at StaffDev@sonoma-county.org for clarification of these exclusions and reimbursable expenses before incurring the expense.

Examples of Non-Allowable Costs for Reimbursement

- Consumable computer / laptop supplies (e.g. paper, ink cartridges, etc.)
- Costs associated with the use of computer and/or cellular equipment, including data or maintenance costs, internet service, energy
- Credit card statement payments
- Disposable batteries
- Extension cords
- Financed amounts or installment agreements for purchased goods (Only the monthly installment bill with proof of payment is eligible for reimbursement)
- Gift cards, gift certificates, in-store credits – purchases paid using these and other similar forms of payment cannot be reimbursed
- Installation costs
- Interest costs on leases, lease purchases, loans, etc. for purchased goods
- Loans and loan fees
- Maintenance costs
- Ordinary and necessary office supplies such as writing supplies, paper, letterhead, post-it notes, tape, writing instruments, etc.
- Parts replacement, add-on parts
- Rental fees associated with storage
- Repair costs

Allowable Reimbursements -Technology-

- Service, maintenance agreements, and warranties