

# TELECOMMUTING PROPOSAL TEMPLATE



EMPLOYEE		MANAGER	
EMPLOYEE NAME		MANAGER NAME	
POSITION HELD		POSITION HELD	
EMPLOYEE PHONE		MANAGER PHONE	
EMPLOYEE EMAIL		MANAGER EMAIL	

CURRENT WORK LOCATION			
EQUIPMENT AND SOFTWARE USED TO COMPLETE WORK			
CASE FOR TELECOMMUTING			
REQUESTED DATE TO BEGIN TELECOMMUTE		DATE PROPOSAL SUBMITTED	

PROPOSED LOCATION SCHEDULE							
<i>enter location</i>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							

ADDITIONAL COMMENTS	

APPROVAL			
APPROVING PARTY SIGNATURE		DATE OF APPROVAL	
		TELECOMMUTE START DATE	

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.