

LEGISLATOR TECHNOLOGY ALLOWANCE

1. Conditions for the Technology Allowance:

- a. **Period of Eligibility**: A legislator is eligible to receive a technology allowance once every 4 years. The allowance is limited to the purchase of hardware or software to be used in the course of conducting legislative business.
- b. **Amount of Allowance**: An eligible legislator is allowed up to \$1,000.
- c. **Tax Information**: Technology equipment is considered “listed property” under Internal Revenue Code § 280F. The part of the technology allowance that is attributable to personal usage of the technical equipment will be reported as taxable wages to the legislator. A copy of this claim will be returned to you for your records. Please consult your tax advisor.
- d. **Qualifying Purchases**: The technology purchase is based on a determination that a legislator requires a word processor, an Internet browser, and an e-mail to conduct legislative business. Legislators can purchase any combination of qualified devices, accessories, and software, but will only be reimbursed up to \$1,000. The following is a list of qualified purchases:

- Laptop or tablet
- Word processing suite
- Internet service allowance for home use (up to \$150 for the biennium)
- Printer (up to \$100 for the biennium)
- Hardware extended warranty
- Antivirus software

- e. **Supported Equipment**: The Branch’s IT department has the tools, equipment, experience, and expertise to support the following hardware/software:

- Laptop or tablet (Microsoft Windows 7 or 8)
- Apple Laptop or iPad
- Microsoft Office Suite (2007 or 2010)
- Internet Browser (Internet Explorer or Safari)
- Antivirus software (Microsoft Endpoint or ESET Nod32)

Any hardware or software outside of these “standards” will be supported on a case-by-case basis. If we do not have the tools, experience, or expertise for the issue presented (virus infection, software installations, hardware troubleshooting), then the system will be referred to our offsite contracted service vendor for resolution. We will work with the vendor to ensure the issue is resolved, but support issues and cost are between you and the vendor.

2. To Apply for the Technology Allowance:

Legislator Name: _____

List items and amounts that are claimed for reimbursement

	ITEM(S)	AMOUNT
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____

I certify that I am entitled to \$ _____ total allowance for the items listed in accordance with the stated conditions. **Original receipts are attached.**

Legislator Signature

Date

If receipts are not attached for a requested item, the following affidavit must be completed:

AFFIDAVIT

I purchased item(s) listed as number(s) _____ above and have been using or plan to use the item(s) for Legislative business. I understand that approval of reimbursement is subject to a determination of the reasonableness of amounts requested.

Legislator Signature

Date

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3. **Submit Application:** Submit the signed application to the Financial and Human Resource Office, Legislative Services Division, Room 154, State Capitol, P.O. Box 201706, Helena MT 59620-1706.

Incomplete or unsigned applications will be returned.