

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.300	1 of 1	July 1, 2017 Revised 12/19/19
<b>Subject</b>	EMPLOYEE EXPENSES PHYSICAL EXAMINATIONS		

1. The payment of physical examinations for current employees is recognized as an expense of operation only when in the best interest of the State and meets the following requirements:
  - a. Physical examinations of current employees will be paid when work related, and not related to worker's compensation.
  - b. Reimbursement documents for examinations shall include an original invoice or billing, which describes the procedures or tests performed. Results of the tests shall not be included.
  - c. This policy is not intended to interfere or in any way conflict with policies relating to on-the-job injuries or diseases.
2. The expense shall be paid as follows:
  - a. A General Accounting Expenditure (GAX) document must be submitted in 1/3 when paying a third party for physical examinations. The GAX shall state the reason for the exam, and the name and vendor customer number of the individual receiving the examination. See Procedures 210.115 and 280.150.
  - b. A Travel Payment (TP) document must be submitted when an employee is requesting reimbursement for a physical exam. The TP shall state the reason for the exam and must follow all other rules applicable to the completion of the TP. See Procedure 280.201.
3. Prior approval from DAS-SAE is not necessary when acting as the employer in the substance abuse counseling of an employee as outlined by the Employee Assistance Program (EAP). State on the GAX document it relates to substance abuse costs for which the State is responsible.