

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 220.550	Page Number 1 of 1	Effective Date July 1, 2017 Revised 12/11/2024
Subject EMPLOYEE EXPENSES COLD WEATHER CLOTHING			

1. The Appointing Authority determines job assignments which require regular work outdoors during cold weather months.
2. For employees with job assignments requiring regular work outdoors during cold weather months, the appointing authority may:
 - a. Provide cold weather protective clothing; or
 - b. Reimburse the employee up to two hundred dollars (\$200.00) annually. The annual period commences on the employee's employment date.
3. Employees covered by a collective bargaining agreement that conflicts with or modifies this procedure must comply with the terms of the collective bargaining agreement.
4. Actual itemized receipts are required for reimbursement. Employees must seek reimbursement within 30 days of date of purchase on the receipt. See Procedure 204.250, 1.
5. Approval must be provided by the Appointing Authority before any purchase.
6. Approved cold weather protective clothing is limited to the following:
 - a. Winter head gear/face masks
 - b. Winter outer garments including insulated hooded sweatshirts
 - c. Thermal under garments
 - d. Insulated gloves
 - e. Insulated socks
 - f. Insulated boots