

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.300	1 of 1	July 1, 2005 Revised 5/1/11
Subject	EMPLOYEE EXPENSES PHYSICAL EXAMINATIONS		

1. The payment of physical examinations for current employees will be recognized as an expense of operation only when it is in the best interest of the State and meets the following requirements:
 - a. Physical examinations of current employees will be paid when they are work related and are not related to worker's compensation. See Procedure 240.150, 1, f. Prior approval is not needed when physical examinations are required as part of the union contract.
 - b. Claims for examinations must include an original invoice or billing, which describes the procedures or tests performed. The results of the tests shall not be included.
 - c. This policy is not meant 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) must be submitted when paying a third party for physical examinations for employees. The GAX shall list the reason for the exam and the name(s) and employee vendor number(s) of the person(s) receiving the examination(s). See Procedures 210.115 and 280.150.
 - b. A Travel Payment (TP) must be submitted when an employee is requesting reimbursement for the physical exam. The claim shall contain the reason for the exam and must follow all other rules applicable to the completion of the travel claim. See Procedure 280.201.

3. Prior approval from DAS-SAE is not needed when acting as the employer in a substance abuse (alcohol or drug) problem with an employee as outlined by the Office of Employment Relations. Simply state on the claim that this relates to a substance abuse cost for which the State is responsible.