

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.300	1 of 1	July 1, 2017
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 work related and are not related to worker's compensation. See Procedure 240.150, 1, f, Prior Approvals. Prior approval is not needed when physical examinations are required as part of a collective bargaining agreement.
 - 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 of employees. The GAX shall state the reason for the exam and the name(s) and vendor customer number(s) of the individual(s) receiving the examination(s). See Procedures 210.115, Direct Billing and 280.150, GAX.
 - b. A Travel Payment (TP) document must be submitted when employees are requesting reimbursement for the 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 TP.
3. Prior approval from DAS-SAE is not needed when acting as the employer in a substance abuse counseling of an employee as outlined by the Employee Assistance Program. State on the GAX this relates to substance abuse costs for which the State is responsible.