

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.650	1 of 1	July 1, 2017
Subject	EMPLOYEE EXPENSES FOOTWEAR		

1. For employees with job assignments requiring a specific type of footwear, the Appointing Authority shall:
 - a. Provide the required type of footwear which meets the Appointing Authority's safety standard; or
 - b. Reimburse the employee up to one hundred fifty dollars (\$150.00) during a two (2) year period.
 - (1) The first two year period will commence on July 1, 2017, and will end June 30, 2019;
 - (2) Each subsequent two year period following the above period, or
 - (3) A two year period commencing on the employee's employment date.
2. Approval must be provided by the Appointing Authority before any purchase.
3. 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.
4. Footwear purchased by employees must meet or exceed the Appointing Authority's safety standards or other requirements.