

Reimbursement for Prescription Safety Glasses and Footwear Procedure

Facilities & Services Policies, Procedures, and Guidelines

Purpose: F&S employees are eligible for partial reimbursement of prescription safety glasses and safety footwear that is required by their supervisors. This procedure explains the steps to be taken to receive reimbursement.

Owner: Shared Administrative Services (SAS)

Procedure:

- 1) Hard-toed shoes with an ASTM/ANSI approval rating will be reimbursed by completing the [Safety Footwear Reimbursement form](#) (available on the F&S Employee Resources-Information and News (ERIN) website) and submitting it in Chrome River for reimbursement. Provide the original copy of the itemized receipt and reimbursement form to F&S Procurement. The employee's department will reimburse 50 percent less tax of the cost of the qualifying shoes up to \$100. Employees will be reimbursed for no more than one pair of safety shoes per 12-month period, based on purchase date.
- 2) Employees will be reimbursed the cost of up to \$250 less tax for prescription safety glasses no more than once per 12-month period. Prescription safety glasses must have an ANSI Z87.1 approval rating, the frames must be marked with Z87-2+, and the side shields must be permanently attached or a wraparound lens style.
- 3) Employees must notify their supervisor of their need for prescription safety glasses. Employees are responsible for the cost of obtaining an eye exam and eyeglasses prescription. Employees that choose to obtain their prescription safety glasses from Walman Optical can do so via a purchase order per the instructions below in section a). Employees who wish to obtain their prescription safety glasses from another optician may do so but must pay out-of-pocket and request reimbursement per the instructions in section b) below.
 - a) The supervisor enters the request in the portal, entering the employee's name in the "memos for PO" section. The employee takes a printed copy of the purchase order along with their prescription to Walman Optical (901 Parkland Court, FL 1, Champaign, IL 61821) within 30 days of the "need date." When the safety glasses are received, the employee submits the itemized receipt to their supervisor, who submits it to fandsdlstorcr@mx.uillinois.edu.
 - b) The employee completes section 1 of the [Prescription Safety Glasses Reimbursement Form](#) (available on the F&S ERIN website). The employee takes the form and their prescription to their preferred optician. The optician completes section 2 on the form and provides the employee with their prescription safety glasses and itemized receipt. The employee provides the receipt and form to their supervisor for approval (section 3). The employee submits for reimbursement in Chrome River and provides the original itemized receipt and form to F&S Procurement.

Contact: director of SAS, Jenny Watkins watkinsj@uillinois.edu, 217-244-7501.