**Safety Shoe Reimbursements – Chrome River**

The university recognizes the need to protect the feet of employees whose work exposes them to foot injury hazards. Affected employees must use protective footwear when working in areas where there is a risk of foot injury due to falling or rolling objects, objects piercing the sole, and where the feet of an employee are exposed to physical, chemical, or electrical hazards.

Workers are eligible for partial reimbursement of the purchase of safety footwear that meets the appropriate ASTM/ANSI Standards, if their jobs require them to wear protective footwear.

For F&S employees to receive the reimbursement, they must present the shoes to their supervisor. The supervisor will verify that the shoes meet the appropriate ASTM/ANSI standards and sign the safety footwear reimbursement form.

The PDF form is embedded and also on the F&S ERIN website under *Forms*. After the form is complete, the employee or their delegate will submit their reimbursement request in Chrome River and attach the form and receipt to the Chrome River report. Turn the original form and receipt into room 158 once completed.

Reimbursement will be one-half of cost up to $100.00 maximum.

* The employee is to purchase safety shoes from wherever they like.
* To receive reimbursement, Accounting requires the following:
  1. **Supervisor must sign the sales receipt and the safety footwear reimbursement form.**
  2. Work order (shop)XX-9999/494
* Submit the reimbursement request in Chrome River



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