

### **Student employee safety shoe EH&S cheat sheet**

1. Manager must provide signed completed “Intermittent Employee Safety Shoe Reimbursement Form”
2. EH&S provides student with “Approved Shoe list” and clear instruction for the following:
  - a. Student pays for shoes up front after receiving Manager and EH&S authorization
  - b. EH&S must receive a copy of the receipt to reimburse. If the receipt is lost student must obtain another copy.
  - c. EH&S will retain receipt and form signed by manager. Student must request reimbursement at the end of each semester. EH&S will not automatically complete.
3. Once semester of service has been completed and student requests reimbursement than complete “Employee Business Expense Reimbursement (non-travel form) and submit to Accounts Payable. Ask student if they want check mailed or held and customer service and provide note and necessary information on form for given selection. (Note on the original form signed by manager payment amount and date in space provided and retain in safety shoe file with receipt.
4. After second semester of service (summer counts as a semester) repeat step 3.
5. If student employee is working a second year and wants another pair of boots than previous boots must be evaluated to ensure they can no longer be used and cannot be resoled or have insoles replaced. If new boots are necessary than start over at step 1.