



TRAVEL INFORMATION & POLICY

Subject:	Number:
Bargaining Unit 12--Safety Footwear Reimbursement	TIP 11-006
	Date Issued:
	April 4, 2011
References:	Expires:
Bargaining Unit 12 Contract	Until Rescinded

Purpose: To inform Bargaining Unit 12 employees of a change in safety footwear allowance to a reimbursement process.

Policy: The Department (Caltrans) will reimburse each of its permanent full-time Unit 12 employees and Supervisors (S12), fifty dollars (\$50) each year, or one-hundred dollars (\$100) every two (2) years as an allowance towards the purchase of safety footwear consistent with Caltrans policy. This allowance will be reimbursed to employees beginning in the April 2011 pay period.

BU 12 employees who qualify for the safety footwear reimbursement up to a maximum of \$50 on or after April 1, 2011 may submit a Travel Expense Claim (TEC). The TEC must include the original receipt identifying the purchase of safety footwear. The reimbursement amount is recorded in the Business Expense column, if the amount exceeds \$25, a third signature is required in Box (18). One photo copy of the TEC and receipt must be submitted with the original TEC and receipt.

The reimbursement cycle will be based on the April 1st date to calculate the 12-month footwear allowance. Note: Employees are not limited to the month of April for TEC submittal and reimbursement.

For more information, please see Chapter 9 of the [Travel Guide](#).

If you have questions regarding this information, please contact Katie Kennedy at (916) 227-8652.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie.Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.