



Attention!



Please follow these guidelines to ensure a successful shoe reimbursement process

- Shoes must be purchased from a vendor listed on the Safety Shoe Reimbursement application. Purchases made from vendors not listed on the application form will be rejected and documents will be returned to you.
(Vendors are listed on both the online/printable and flyer versions of the application.)
- Only ONE pair of shoes will be reimbursed per calendar year. *(Jan 1 through Dec 31)*
- Fill out the application completely. Incomplete forms will be returned.
(No Supervisor signature is required)
- SIGN the application form. **YOUR SIGNATURE IS REQUIRED!**
- ATTACH an ORIGINAL ITEMIZED receipt. Shoes purchased must be listed on the receipt.
Photocopies of original receipts, or credit card slips not accompanied by an ORIGINAL receipt will not be processed and will be returned to you for proper documentation.
- MAIL your application and ORIGINAL ITEMIZED receipt to “SHOES” at M/C 6Y-91

Please process your reimbursement as soon as possible after purchasing.

Deadline for prior year reimbursement is March 1 of the next year.

(i.e. requests for reimbursement of purchases made in 2011 must be received by 3/1/2012.)



Click [HERE](#) to access printable reimbursement form

