



8850 Crawfordsville Road
Indianapolis, IN 46234
Phone 317-293-0278

Boot and Glove Reimbursement Form

INSTRUCTIONS: Complete all of the information below, **please print**. Attach all sales receipt(s) to this form and send it to the corporate office Attn: Payroll Dept. For complete details, please refer to the bottom

Employee Name _____	
Address _____	
City _____	State _____ ZIP _____
Store where boots were purchased _____	
Date of Sale _____	Total cost of boots _____
Store where gloves were purchased _____	
Date of Sale _____	Total cost of gloves _____
By signing below, I am acknowledging that the information provided above is accurate and that I have read and agree to the terms and conditions of the the Boot & Glove Reimbursement Policy.	
Employee Signature _____	Date _____

FOR ACCOUNTING USE ONLY

Employee Number _____	Vendor Number _____
Gross Amount _____	G/L Number _____ Description <u>Boot & Glove Reimbursement</u>

Scope: All sections of this policy, other than the "EH Rating" requirements for protective toed boots, will become effective on May 1, 2008 and will supersede all previous policies regarding reimbursement of personal protective equipment. The section of this policy that requires protective toed boots to be "EH Rated" will become effective on May 1, 2009. All sections of this policy apply to full-time active employees who are required to wear protective toed boots and/or durable gloves.

Requirements: All employees are required to wear protective toed boots at all times while performing work on a construction jobsite or in a shop environment. These boots must be made of a durable and cut-resistant material (i.e. leather, Kevlar, etc.); have a protective toe cover that meets the "ANSI Z41.1" standard; mid or high cut ankles (6" or above); high grip soles to allow good tread; and they must be "EH Rated" (electrical hazard rated). Footwear such as athletic shoes, think soled shoes, or open toed shoes/sandals are strictly prohibited.

All employees are required to wear gloves while performing tasks that could result in hand abrasion, laceration, puncture, chemical burn, thermal burn, or the absorption of a hazardous substance through the skin (i.e. chemicals, sewage, etc). The gloves worn while performing each task must provide adequate protection from the associated hazards. For example, "durable gloves" (i.e. leather, coated Kevlar/knit) should be worn when exposed to abrasion, laceration, or puncture hazards. "Impervious gloves" (i.e. latex, nitrile, neoprene) should be worn when exposed to chemical burns or hazardous substances. "Heat resistant gloves" (i.e. cotton, nomex, kevlar) should be worn when exposed to thermal burns. The company will provide impervious and heat resistant gloves as necessary. Employees are responsible for providing their own durable gloves.

Reimbursement: The company will issue one (1) reimbursement check up to \$110.00 once every twelve months to each full-time active employee for the purchase of protective toed boots and durable gloves. To receive reimbursement, each employee must complete the "Boot and Glove Reimbursement Form", attach the sales receipt(s) to the form and forward it to the Miller Pipeline Payroll Department. The sales receipt(s) must include the name(s) of the vendor(s), date(s) of sale and also verify the cost of the boots and gloves that were purchased. Employees can expect to receive reimbursement checks approximately 2-3 weeks after they have submitted their receipt, provided that all the correct information is included, The reimbursement check will be mailed home.