Optical Safety Glasses Subsidy

Updated: October 2016

Reimbursement
1. The University will reimburse members of staff where the University requires safety glasses to be worn at work for carrying out a particular task and the staff members optical glasses prescribed must have impact resistant lenses.

2. The maximum reimbursement for costs incurred in the purchase of optical safety glasses is eighty dollars.

Responsibilities
3. The head of the organizational area is responsible for the cost of reimbursement.

Making a Claim
4. Staff making a claim must lodge a written request with their manager or supervisor.

5. If approved, the staff member can then lodge their claim through the Travel and Expense Management System (TEMS).