

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: FOP Plain Clothes Reimbursement</p>	<p>PAGE <u>1</u> of <u>2</u> PAGES</p>
	<p>RULE/CODE REFERENCE: ORC §1501.01 DNR Dress Code Policy</p>	<p>SUPERSEDES: N/A</p>
	<p>PURPOSE: To provide guidelines for reimbursement for purchase and maintenance of clothing for FOP employees who are normally required working in plain clothes.</p>	<p>EFFECTIVE DATE: 08/14/2016</p> <p>REVISION DATE: N/A</p>
	<p>AUTHORITY: ORC §1501.01; ODNR Director FOP Contract (Article 29)</p>	<p>APPROVER AND DATE: <i>J.H. Zehner</i> 7-28-16</p>

This policy applies to all Ohio Department of Natural Resources (“ODNR”) FOP employees.

I. DEFINITIONS:

TERM	DEFINITION
FOP	ODNR bargaining unit employees of the Fraternal Order of Police, Ohio Labor Council, Inc. Unit 2

II. POLICY:

- A. Bargaining Unit employees in the Fraternal Order of Police (“FOP”), who are normally required to work in plain clothes may be reimbursed up to \$600.00 each fiscal year for the purchase and maintenance (including cleaning) of clothing appropriate for the employee’s position and necessary to the assignment of job duties as determined by the ODNR.
- B. At the end of September, December, March and May during the fiscal year, employees may submit receipts for purchase and maintenance of plain clothes through the Ohio Administrative Knowledge System (OAKS) by signing on to MyOhio > Time & Money > Travel and Expense > Expense Reports > Create/Modify Reports. All clothing requests are subject to approval by the employee’s supervisor and must be appropriate to the employee’s position and necessary to the assignment of job duties.
- C. Clothing that may be considered for reimbursement is as follows:
- Suits/sport jackets
 - Casual Pants, jeans, camo’s and shorts
 - Dresses/skirts (must comply with the ODNR Dress Code policy)
 - Dress shirts, polo shirts, blouses, sweaters and t-shirts
 - Maternity Tops/Pants
 - Jackets, coats or vests
 - Ties
 - Belts
 - Shoes and boots
- D. Employees who submit requests for plain clothes reimbursements and supervisors who approve the employee’s plain clothes reimbursements are each responsible for tracking the employee’s \$600.00 reimbursement allotment each fiscal year.

III. RESOURCES: Non-Travel Expense Reimbursement Job Aid**IV. RESPONSIBILITIES:**

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	<ul style="list-style-type: none"> A. To annually review policies for applicability and updates. B. To process violations of the policy according to the disciplinary process and grid.
ODNR Law Enforcement Supervisors and Managers (including Parks, Watercraft, and Wildlife Divisions)	<ul style="list-style-type: none"> A. Maintains Division specific policies, procedures, directives and Executive Orders, and ensures their periodic review and update, as necessary. B. Timely reviews and approves/rejects employee reimbursement submissions. C. Tracks plain clothes reimbursement submissions throughout the fiscal year for each of their impacted employees to ensure that no employee exceeds their \$600.00 annual fiscal year maximum reimbursement D. Monitors workforce, ensure compliance, and report violations to Human Resources. E. Proactively communicates questions, concerns, and issues to the appropriate contact listed below. F. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Employee	<ul style="list-style-type: none"> A. Read and comply with policy. B. Timely submit plain clothes reimbursement receipts through OAKS as outlined in Section B above, and obtain pre-approval from their supervisor prior to purchasing items that may be in doubt. C. Proactively communicate questions, concerns, and issues to the appropriate contact listed below. D. Complete all associated policy training in a timely fashion.

V. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	Policy.Coordinator@dnr.state.oh.us

Creating Non-Travel Expense Reports

Overview

All non-travel expenses are reimbursed through Travel and Expense reports in OAKS FIN. The employee creates an Expense Report and attaches appropriate documentation (e.g., invoice, receipt) after a non-travel expense is incurred. The expense report is routed to a Supervisor for review and approval before being routed to fiscal staff (non-travel approver) for coding review and approval.

Reimbursements for approved expenses generally appear in the state employee's bank account (via EFT) within 7 days after passing pre-audit approval.

Steps

Go to MyOhio > myTravel

1. Click [Create/Modify](#) under **Expense Reports**.
2. Enter State of Ohio User ID number in the [Empl ID](#) field (if it does not auto populate).
 - i. [Look up Empl ID](#)[Empl ID](#)[Empl ID](#)[Name](#)[Name](#)[Lookup](#)[Name](#) Authorized Users will be asked to enter the **Employee ID** number of the traveler they are creating an expense report for.
3. Click [Add](#).
 - The [Copy from Approved Travel Authorization](#) screen will display.
4. Click [TA Not Required](#)  at the bottom of the page.
 - The **Create Expense Report** page displays.
5. Select the "General Travel and Expense" from the [Business Purpose](#) dropdown menu.
6. Enter a **Report Description**.
 - **Default Location** is not required.

7. Click [Attachments](#) to add all receipts and documentation. (Receipts must always be attached)
 1. [Add AttachmentChoose FileUploadDescriptionOK](#)Select [Date](#) under Expenses.
10. Select Non-Travel [Expense Type](#) from dropdown.
11. Add/modify the [Description](#) field.
12. Select appropriate [Payment Type](#) from the dropdown menu.
Add/modify the [Amount](#) field.
13. Click the icon (plus sign) to add a new (blank) expense line, if necessary.
13. The information required will vary based upon the type of expense being added.
15. Click [Save for Later](#) to complete or modify in the future.
 - o [Saved](#) will briefly appear in the top, right corner.
16. Click [Summary and Submit](#) from the **Create Expense Report** window.
17. Verify all entries.
18. Click the [check box](#) certifying compliance with OAC and ORC.
19. Click [Submit Expense Report](#).
 - A [Submit Confirmation](#) screen will display.
20. Click [OK](#).

Attachment Requirements for Non-Travel Reimbursements

The following requirements are expected for miscellaneous (non-travel) reimbursements for state employees.

Uniforms

- Paid receipts showing supplier name and how it was paid (credit card, check, cash)
- Safety shoes / boots \$80 (unless specified by Agencies policy for higher reimbursement, request copy of policy)
- Special items: glasses, safety vests, rubber boots, rain coats, etc.
- DPS uniform reimbursements (suits, ties, shirts, skirts, blazers)

Other

- Having a receipt doesn't always mean it's reimbursable
- No reimbursement for personal items, not used in doing state business
- No reimbursement for traffic violations
- Do not pay for license or certifications or CDL (etc.), if part of minimum qualifications. (DOT has a policy that states that they will reimburse for CDL's)
- Unusual vouchers may require additional documentation
- Must have memo for state inventory item maintenance (gas for lawn care items, etc.)