



Boot Allowance Procedure

Failure to follow these procedures may result in a denial of reimbursement.

These procedures are for Department Policy 362: Boot Allowance Policy. If you have any questions about these procedures, please contact the agency's Safety Officer at safety@idl.idaho.gov.

These procedures apply for boot purchases made after January 1, 2024.

Person Responsible	Action Required
Employee	<ol style="list-style-type: none">1. Receive approval from Area Manager or Bureau Chief to confirm eligibility for the boot allowance. See Boot Allowance Policy for employee eligibility.
Area Manager or Bureau Chief	<ol style="list-style-type: none">2. Enter employee information in Boot Allowance Tracking Log immediately upon employee eligibility approval.<ul style="list-style-type: none">• The Tracking Log is located in Microsoft Teams, and access is permissions based.• Area Managers and Bureau Chiefs may delegate to Resource Supervisors the responsibility of data entry to the Boot Allowance Tracking Log. Must receive Division Administrator approval.• Contact the IDL Safety Officer for access permissions if needed.
Employee	<ol style="list-style-type: none">3. Ensure the boots to be purchased or rebuilt meet the requirements in the Boot Allowance policy.4. Purchase boots or have boots rebuilt.5. Complete and submit an Expense Report (minus sales tax) in Luma Infor XM. This must be submitted within 45 business days of purchase.<ul style="list-style-type: none">• Include itemized receipt.• Use the 'Uniforms/Clothes-employees only' expense type.• For boots that were purchased between January 1, 2024 and policy effective date, Expense Report must be submitted by May 16, 2024. Refer to the Luma Guide: How to Submit Boot Allowance Expense Report located on SharePoint's policies page.
Area Manager or Bureau Chief	<ol style="list-style-type: none">6. Enter purchase information in Boot Allowance Tracking Log.

Safety Officer

7. Manage Boot Allowance Tracking Log located in Microsoft Teams.
 - Revise/update log as needed.
 8. Manage access permissions for Boot Allowance tracking log.
 - Grant or remove permissions.
 - Permissions include Financial Executive Officer, Human Resource Officer, and all Area Managers, Bureau Chiefs, Operations Chiefs, and Executive Staff.
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