

**Objective:** In this section we will go over how to use Concur to reimburse a Personal Protective Equipment (PPE) expense.

1. On the **Report Header**, choose *Other Reimbursement* for *Policy* and *Other Reimbursement* for *Trip Type*. Fill out the rest of the required forms and **Select Next**.



You do not need to have a Request attached to your expense report to proceed when processing PPE reimbursement



You can leave the *Report/Trip Start* and *End Date* fields blank.

2. **Select the Add Expense**

3. Choose the expense type:
  - PPE – Safety Shoes
  - PPE – Safety Eyewear
  - PPE – Other

*Be sure to complete all required fields marked in red.*



Shipping fee is reimbursable.

The following are the maximum allowable reimbursement limits (sales tax not included) for safety footwear and prescription safety eyewear, effective as of June 1, 2016:

- \$175 for safety footwear
- \$100 for soles of safety footwear
- \$210 for prescription safety eyewear

4. Select **Itemizations** after completing **Details**. **Itemize PPE and Sales tax separately.**

**PPE - Safety Shoes \$188.00**

03/24/2025

Save Itemizations Cancel

Hide Receipt

Details **Itemizations**

Amount \$188.00 | Itemized \$0.00 | Remaining \$188.00

**SLAC - PPE Safety Shoes and Sales Tax** \* Required field

PPE - Safety Shoes \*  
175.00  Personal Expense (do not reimburse)

Sales Tax \*  
13.00  Personal Expense (do not reimburse)

(Amounts in USD)

Save Itemizations Save and Add Another Cancel

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

5. Select **Add Receipt**. Attach [PPE Purchase Approval Form](#) and the receipt for PPE purchase.
6. Select **Sales Tax** and Select **Allocate**.

**PPE - Safety Eyewear \$188.00**

02/10/2025

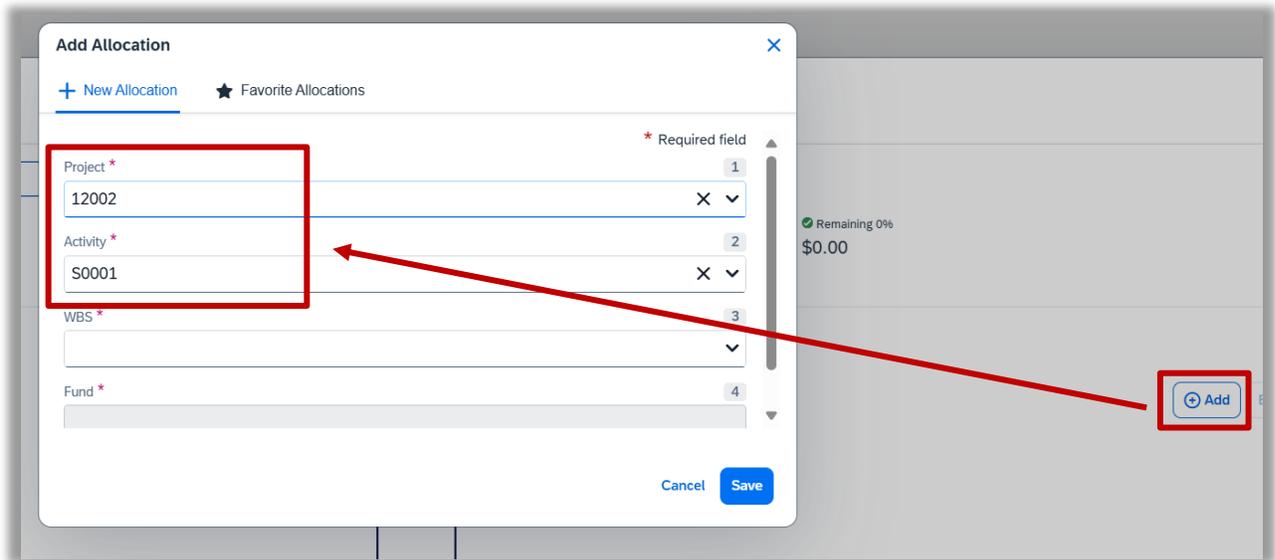
Details **Itemizations**

Amount \$188.00 | Itemized \$198.00 | Over \$10.00

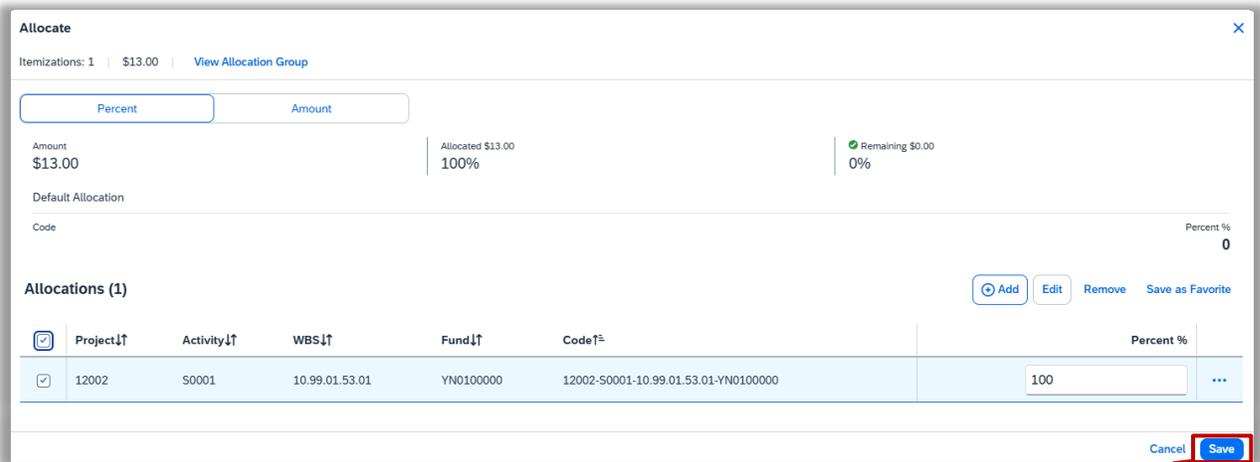
Create Itemization Edit Delete Copy **Allocate**

<input type="checkbox"/>	Date↑↕	Expense Type↓↑	Requested↓↑	...
<input type="checkbox"/>	02/10/2025	PPE - Safety Eyewear	\$180.00	...
<input checked="" type="checkbox"/>	02/10/2025	Sales Tax	\$18.00	...

7. Select **Add** and allocate PPE sales tax to Project Activity: 12002- S0001.



8. After allocating sales tax to 12002-S0001 PA, **Select Save**.



9. When finished, Select **Submit Report**.

