



BOOT & GLOVE REIMBURSEMENT FORM

INSTRUCTIONS: Complete all of the information below. Attach all sales receipt(s) to this form and send it to Miller Pipeline, P.O. Box 34141, Indianapolis, IN 46234, Attn: Payroll Department. For complete details, please refer to back of this form. **PLEASE PRINT!**

Employee Name:			
Street Address:	City:	State:	Zip Code:
Store where boots were purchased?	Date of Sale	Total Cost	
Store where gloves were purchased?	Date of Sale	Total Cost	
<i>By signing below, I am acknowledging that the information I have provided is accurate and that I have read and agree to the terms and conditions of the Boot & Glove Reimbursement Policy.</i>			
Employee Signature:			Date:

FOR ACCOUNTING USE ONLY (Do not write in the space below)

Employee Number:		Vendor Number:	
Gross Amount:	G/L #	Description: <i>Boot & Glove Reimbursement</i>	

BOOT & GLOVE REIMBURSEMENT POLICY

SCOPE

All sections of this policy, other than the "EH Rating" requirement 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, thin 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 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 & 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.