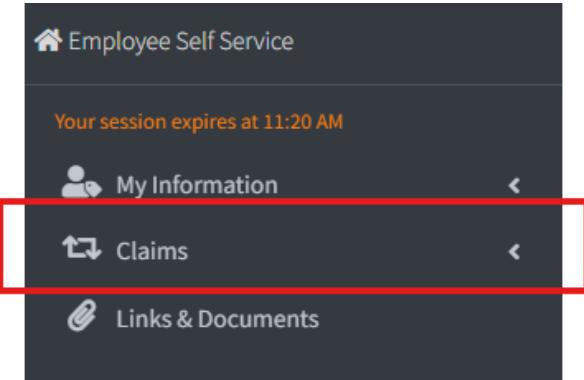


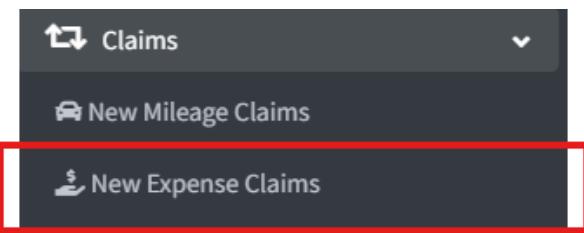
# Shoe Reimbursement Instructions

College Community Schools will reimburse employees up to \$60.00 per school year for one pair of approved slip resistant/water resistant shoes. The employee may purchase slip resistant / water resistant shoes from the vendor of their choice, however, it is the responsibility of the employee to submit documentation that the purchased shoes are rated at least .37 and documented as water resistant to their supervisor. You can submit your claim by following the directions below.

1. Log into the Employee Self-Serve (ESS) [www.vista-iowa.com/ess/Login.cfm?dist=1337](http://www.vista-iowa.com/ess/Login.cfm?dist=1337)
2. Click on the “Claims” tab on the left hand side of your screen.



3. Click on “New Expense Claims”



4. Enter the date of the purchase in the “Date” field. Select “Show Allowance- Cust/Maint” from the Category drop down. Enter the amount of your purchase (up to \$60.00). Click on the “Browse” button to add a receipt and documentation showing that the shoes meet the requirements.

A screenshot of the "Claim 1" form. It has sections for "Date 1", "Category 1", "Description 1", and "Amount 1". The "Category 1" dropdown is set to "Shoe Allowance- Cust/Maint (\$0.00/\$0.00/\$60.00) \*". The "Amount 1" field shows "\$ 60.00". Below this, there are fields for "Overnight 1", "City/State 1" (set to IA), "Receipt(s) 1" (with a "Browse" button highlighted with a red box), and "Receipt Description 1". A note at the bottom says ".htm & .html files NOT ALLOWED".

5. Scroll down to the bottom of the page and click on “Submit Claims for Approval”. Your claim will be submitted to your supervisor for approval. Reimbursements will be made to your bank account through an ACH payment.