

Automotive Tool Reimbursement Policy

Unit: [Automotive Services](#)

Effective Date: 3/1/2020

Revision Date:

Contact: Randall Winters

Title: Director of Automotive Services

Purpose

The purpose of this policy is to define the conditions under which automotive service technicians and supervisors may be reimbursed for tools. This policy applies only to the attainment of tools that enhance the performance of The University of Alabama Automotive Services.

This policy provides guidance regarding annual automotive services technicians and supervisors tool reimbursement to eligible staff employees at The University of Alabama who (after their employment date and completion of their initial six (6) month Introductory Period) attain additional job-related and/or job-enhancing tools.

Policy

While automotive service technicians and supervisors are expected to provide their own tools, the University encourages and rewards automotive service technicians and supervisors with financial assistance to offset the cost of tools that enhance the employee's job performance at The University of Alabama. Departmental budget permitting, regular full-time automotive service technicians and supervisors who have successfully completed their introductory period (typically 6 months) and currently have satisfactory job performance may be considered eligible for reimbursement for replacement of broken tools and/or the purchase of new tools to be used in the course of their job duties. The maximum total reimbursement for an individual may not exceed \$1,000 within a single fiscal year. Regular part-time staff may receive a prorated amount based upon their full-time equivalency (FTE). For example, an eligible part-time employee of 0.50 FTE may be eligible for an amount equal to 50% of the \$1,000. Eligible employees may submit incremental reimbursement requests throughout the year if they do not exceed the maximum for the year.

Reimbursable tools include hand tools, power-operated tools, and diagnostic tools and equipment. Staff are not required to provide their own personal protective equipment.

Reimbursable tool purchases must be approved in advance. To request pre-approval, staff employees must complete the Automotive Tool Reimbursement Request Form and submit it to the director and/or executive director for approval prior to the purchase being made. For budget planning purposes, the director and/or executive director will approve or deny the purchase. The finalized form should be retained in the department. Once pre-approval has been obtained and the purchase has been made, the staff employee should provide documentation (itemized receipt of purchase) and present the tool(s) to their supervisor for verification. After receiving final approval, the employee must submit an expense report through Concur.

The employee may not be reimbursed for previously owned tools, tools purchased without prior approval, and/or tools that have no useful value to The University of Alabama Automotive Services. The Expense Report should be submitted within 60 days of the expenditure (purchase receipt date). Requests for reimbursement after 60 days will be treated as taxable income according to federal tax regulations. Tax withholding on all reimbursements will be deducted from a subsequent salary check.

Scope

This policy applies to eligible automotive services staff as defined within the policy.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by: Cheryl Mowdy _____ 3/1/2020
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Cheryl Mowdy
Assistant Vice President for Finance and Operations