Purpose
To establish a policy at the Utah Department of Transportation (Department) whereby Avalanche Forecasters may be reimbursed for costs of essential equipment required to travel in variable backcountry settings.

Policy
Avalanche forecasters are required to work outside in hazardous work environments in all weather conditions. This requires the possession and use of specialized equipment. This policy will provide a biennial reimbursement of up to $2,400 for full-time, benefited forecasters who are required to purchase necessary gear as a part of their job responsibilities. This policy is to be reviewed every two years to evaluate appropriate increases in the reimbursement limit.

1. Equipment currently provided by UDOT includes:
   - Weatherproof uniform (jacket every three years, pants every two years)
   - Specialized personal protective equipment (transceiver, shovel, avalanche probe, airbag backpack, helmet).

2. Equipment not provided by UDOT may be reimbursed up to the per item dollar amount detailed below. This amount is determined following average rates of necessary equipment:
   - Skis $700
   - Boots $700
   - Bindings $400
   - Mounting $50
   - Skins $150
   - Poles $150
   - Goggles $100
   - Gloves (3 pairs) $150
   - Total $2,400

3. The reimbursement period starts in fiscal year the equipment was purchased and assumes a minimum two-year equipment life span. Provided safety equipment will be maintained in a good working condition.

4. Any exception to the dollar amount or frequency of Equipment purchases will require the approval of the Region Director or designee.

5. Reimbursements may be claimed in increments or altogether.
Responsibility: Forecaster

**Actions**

1. Purchase equipment. All equipment does not need to be purchased at the same time.

2. Submit receipt(s) with a description of the items(s) purchased to a Region 2 Accounting Technician.

Responsibility: Accounting Technician

3. Complete an FI-48 form. Include the equipment reimbursement amount on the empty bottom line.

4. Obtain approval from the Forecaster Supervisor.

5. Process an employee reimbursement in FINET.

Responsibility: UDOT Payroll Coordinator

6. Monitor Forecaster reimbursements to verify that the maximum biennial allocation is not exceeded.