



Brasenose College
Reimbursement for Eye Tests and Corrective Devices Guidelines
Guidelines agreed April 2013

1. Reimbursement for glasses/ corrective devices applies 'where necessary for work purposes', not just for VDU work. Requirement to be confirmed in writing by optician.
2. Reimbursement up to £75 applies to an adjustment to a prescription, as well as new prescriptions, so even if the member of staff is currently wearing glasses.
3. Reimbursement for an eye test can take place every year on provision of a receipt from optician. (Approximate cost £20)
4. Contribution towards cost of corrective devices is payable once every 3 years if there has been a change in the prescription and on confirmation in writing by the optician.
5. This provision is only applicable to staff who have been confirmed in their appointment. Staff on fixed- term contract are not eligible.
6. The line manager needs to sign off the request before it is submitted to Finance for reimbursement.