



Guidance for Managers on approving claims for Eyesight Test Reimbursement

The Health and Safety Display Screen Equipment) Regulations 1992 advise that staff who regularly use display screen equipment(DSE) as a significant part of their normal work are entitled to claim reimbursement of eyesight tests and assistance with lenses and frames. Eye tests are to ensure users can comfortably see the screen and work effectively without visual fatigue.

The majority of Trust staff are now “live” on HRPTS and all claims for expenses (including eye tests) will be applied for using the system - How to approve an Expense Claim ([click here](#))

When you receive a request for expenses associated with an eyesight test you must satisfy yourself of the following before approving.

Claim for an Eye Test only

1. The employee regularly uses display screen equipment (DSE) as a significant part of their normal work (daily, for continuous periods of an hour or more).
2. The employee has submitted a valid claim and has provided you with the original receipt from their optician.
3. They have not made a similar claim in the last two years.
4. The cost of an eye test should not normally exceed £20.

Additional Claim for assistance for Frames and/or Lens -

1. The employee regularly uses display screen equipment (DSE) as a significant part of their normal work (daily, for continuous periods of an hour or more)
2. The employee must submit an itemised receipt and a letter from their optician/optometrist confirming that they require glasses **solely for VDU use**. (if the letter does not state clearly that this is the case you will **not be able to approve** and reimbursement will be for the eyesight test only). **Please note:** If the employee’s normal glasses are suitable for DSE work then no reimbursement will be necessary.
3. The Trust will pay **£30 towards frames** and **£30 towards lens** (minus any coating or tints) so the maximum amount that can be approved is £60.
4. The employee has not made a similar claim within the last 2 years.

Please note: All receipts must be retained by the Line Manager for Audit purpose

If you require advice or assistance with the approval of claims for reimbursement of any expense in association with eyesight tests you should contact the Terms & Conditions Department, Tyrone & Fermanagh Hospital, Omagh.