



STAFF REIMBURSEMENT FORM: DUE AUGUST 6

The Boulder County Youth Corps will reimburse Staff who complete the season up to \$60.00 for the purchase of boots and up to two pairs of gloves purchased by July 21, 2021. You may include sales tax in your reimbursement request. We will also reimburse up to \$60.00 for RTD transportation costs for ticket booklets and/or monthly bus passes used to get to and from work for those who complete the season.

Sturdy work boots with ankle protection and heavy-duty work gloves are required every work day. We recommend leather and steel-toe boots, but they are not mandatory. We strongly recommend leather gloves and will not accept thin cotton gloves. A list of some local boot and glove retailers is on the back of this form for your convenience.

In order to receive reimbursement Staff must complete a Staff Reimbursement form and staple all **original receipts/proofs of purchase** to the **BACK** of the form (not the front please!). Do not use tape or highlighter on any of the receipts because it makes the print on certain receipts unreadable thus voiding your receipts. The reimbursement form with original receipts may be submitted at any time during the program; however, reimbursements will only be issued as part of the final paycheck. Late forms will not be accepted and unsigned forms will be returned. **All reimbursement forms are due by August 6, 2021 and should be turned in with other paperwork throughout the season.** Or, they can be mailed as long as they are received by the deadline. Mail to: Boulder County Youth Corps, 5201 St. Vrain Rd., Longmont, CO 80503

Name (Print Clearly): _____

TOTAL BOOT & GLOVE REIMBURSEMENT (UP TO \$60.00): \$ _____

TOTAL RTD REIMBURSEMENT (UP TO \$60.00): \$ _____

TOTAL REIMBURSEMENT REQUEST (UP TO \$120.00): \$

SIGNATURE: _____

***BE SURE TO INCLUDE ALL RECEIPTS
STAPLED TO BACK OF FORM!!***

FOR OFFICE USE ONLY

Program Manager Approval: _____

Itemized Receipt(s) Attached

(over →)

BOOT & GLOVE RETAILERS

This is not an inclusive list, but may give you some ideas where you can purchase work boots and gloves.

Big 5 Sporting Goods

1610 Main St., Longmont, 720-652-6593

Famous Footwear

Twenty Ninth Street Mall, 1600 28th St., Boulder, 303-245-8885

205 Ken Pratt Blvd., Longmont, 303-684-8808

Jax Outdoor Gear

900 S. Highway 287, Lafayette, 720-266-6160

Kohl's

1211 S. Hover Rd., Longmont, 720-494-0400

919 W. Dillon Rd., Louisville, 303-665-2200

Murdoch's Ranch & Home Supply

2255 N. Main St., Longmont, 303-682-5111

Red Wing Shoe Store

2707 Arapahoe Ave., Boulder, 303-442-8723

1240 Ken Pratt Blvd., Unit 1B, Longmont, 720-494-1589

Target

2800 Pearl St., Boulder, 303-449-3400

551 S. Hover Rd., Longmont, 720-864-4393

400 Marshall Rd., Superior, 303-209-0106

Wal-Mart

2972 Iris Ave., Boulder, 303-305-5397

745 N. Highway 287, Lafayette, 303-666-0340

2285 E. Ken Pratt Blvd., Longmont, 303-678-0803

2514 Main St., Longmont, 303-774-7513