



CORPSMEMBER REIMBURSEMENT FORM

The Boulder County Youth Corps will reimburse Corpsmembers who complete the season up to \$60.00 for the purchase of boots and gloves (you may include sales tax) and up to an additional \$30.00 for the purchase of RTD ticket booklets or monthly passes that are necessary for work but not covered by the Boulder County Transportation Department voucher program. Sturdy work boots and heavy duty work gloves are required every 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.

This year the Boulder County Transportation Department will hand out vouchers on June 15th. **You will have to sign for receipt of a voucher so please discuss with your parent in advance if you should get one to purchase either a monthly pass or prepaid ticket booklets from RTD.** The vouchers are as good as cash at RTD and you will have to submit a receipt to the Transportation Department to prove you made a purchase or else return the voucher. In addition to the voucher and if necessary to cover actual transportation costs, the Youth Corps will reimburse up to a total of \$30 for RTD transportation that is not covered by the Transportation Department. Passes and prepaid ticket booklets are available from King Soopers, Safeway and at the main bus terminals in both Boulder and Longmont with a Student ID (which must also be shown when boarding the bus with a discounted pass).

In order to receive reimbursement Corpsmembers must complete a Corpsmember Reimbursement form and staple the *original receipts/proofs of purchase* to the back of the form. 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 Corpsmember's final paycheck. Late forms will not be accepted. **All reimbursement forms are due by August 5, 2009 and should be given directly to the Team Leader.** 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

Full Corpsmember Name (Print Clearly): _____

Amount of Purchase for Boots & Gloves (up to \$60.00): _____

RTD Expenses not Covered by Transportation Department Voucher (up to \$30.00): _____

Total Reimbursement: _____

Corpsmember Signature: _____ Program Manager Approval: _____

Receipt(s) Attached

BOOT & GLOVE RETAILERS

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

Boulder Locations:

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| Boulder Army Store 1545 Pearl St. Boulder 303-442-7616 | Famous Footwear Twenty Ninth Street Mall 1600 28th St. Boulder 303-245-8885 |
| Red Wing Shoe Store 2707 Arapahoe Ave. Boulder 303-442-8723 | Target 2800 Pearl St. Boulder 303-449-3400 |

Louisville / Lafayette Locations:

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| Wal-Mart Super Center 745 N. Highway 287 Lafayette 303-666-0340 | Kohls 919 W. Dillon Rd. Louisville 303-665-2200 |
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Longmont Locations:

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|---|---|
| Famous Footwear 1250 S. Hover Rd. Longmont 303-774-9585 | K-Mart 2151 N. Main St. Longmont 303-772-1213 |
| Payless Shoe Source 1250 S. Hover Rd. Longmont 303-772-0119 | Super Target 551 S. Hover Rd. Longmont 720-864-4393 |
| Wal-Mart <u>or</u> Wal-Mart Super Center 800 S. Hover Rd. <u>or</u> 2514 Main St. Longmont 303-678-0803 <u>or</u> 303-774-7513 | Murdoch's Ranch & Home Supply 2255 N. Main St. Longmont 303-682-5111 |

Superior Locations:

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| Super Target 400 Marshall Rd. Superior 303-209-0106 | Sports Authority 301 Marshall Rd. Superior 303-554-0161 |
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