

APPENDIX E

Town of Ulysses - Clothing Allowance Reimbursement Form

1/1/2022: Clothing Allowance –the Town will provide a monetary clothing allowance for Highway Department Class A, B C, and D employees. Those eligible can receive reimbursement of up to \$500 for clothing needed for Town purposes. Clothing and shoes need to comply with safety regulations governing each position. Employees should submit receipts to the Bookkeeper for reimbursement. Balances do not carry from one year to the next.

Name		Account No.	
E-mail		Department	Highway
Purpose		Town Supervisor Approval	

Item	Date Purchased	Details	Amount
Subtotal			
Total amount owing to employee			

Signature	Date
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Please attach all receipts for every item listed, sign the form, and submit to the Bookkeeper.