



BAKERSFIELD CITY SCHOOL DISTRICT

LIUNA FOOTWEAR EXPENSE REIMBURSEMENT FORM

2024-25 Fiscal Year

Bakersfield City School District Footwear Reimbursement Policy:

Effective Date: July 1, 2024

Reimbursing the LIUNA Employee Group for the purchase of footwear required for their roles within the Bakersfield City School District who are required to purchase specific types of footwear as part of their job responsibilities.

The maximum reimbursement amount for one-pair of work related footwear is \$300 per employee, per school year. Any costs exceeding this limit will be the responsibility of the employee.

5. Submission Requirements

- Employees must submit receipts for all footwear purchases.
- Receipts must be submitted within 30 days from the date of purchase.

6. Approval and Payment

- Will be processed and paid within 10 days after submission.
- For questions or additional information regarding this policy, please contact Zachariah Figueroa Assistant Director Fiscal Services department at 661-631-4696

Employee Name

First

Last

Employee ID or SS#

Department

Title

Expense

Date:

Price:

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Administrative Approval: _____ Date: _____

Account Code: 01-8150-0-0000-8110-4300-073-00

SUBMIT FORM TO FISCAL SERVICES

ATTN: ACCOUNTS PAYABLE