



Greensburg Volunteer Fire Department

Expense Reimbursement Form



****All persons attending training must return ALL receipts to the proper entity no later than 20 days after returning from training.****

Name _____ Company # _____ Home Address _____

Event _____ Held at _____

Travel Expenses for Training Outside of Greensburg

Date	Fares Type & Explanation	Lodging	Gas	Meals Max \$45.00 per Day	Miscellaneous Expenses (explain fully)	Total

ATTACH RECEIPTS – (Receipts are required for meals, lodging, gas, parking, turnpike, plane, etc.)

Grand Total	
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“This report is a correct statement of my expenses for the time period covered.”

Signature: _____

Total Travel Expenses Requested \$ _____

Date: _____

Approved by: _____

Less Advance Received \$ _____

Date: _____

Total Amount Paid \$ _____

_____ **Board of Control** or _____ **Relief Association**

Terms and Conditions of payment:

Approved *Request to Attend Training* paperwork and Certification of completion of said training must accompany this paperwork when submitting for payment. Anyone attending training MUST complete the entire course or they must reimburse the Board of Control or Relief Association for expenses incurred toward their training. Failure to meet ALL of these terms by ANY firefighter may result in suspension, failure to attend future training, revocation of equipment, or render firefighter ineligible for Department activities and compensations.