### **Greensburg Volunteer Fireman Relief Association (RA)**

### Training & Overnight Travel Expenses (1/20/21)

## **Training Expenses**

The RA may pay the tuition and/or registration fees for any approved training upon successful completion of the class. The following documentation must be submitted for payment. If any of the following documentation is missing or incomplete, the RA will not pay for the training.

- A. "Request to Attend Training" form. This form is available on the Department's website: GBGFIRE.com. This form must be completed prior to registering for the training class and signed by the fire chief. It is not necessary to submit this form to the RA prior to attending the training class. Retain this form until successful completion of the training class and submit it with the other documentation outlined in B and C for payment. An example of the form is shown as Exhibit 1.
- B. Invoice for the training class(es). The invoice must itemize the cost of the training class(es). A statement listing the total balance due without an itemized cost of each training class is <u>not</u> acceptable. An example of a proper invoice is shown as Exhibit 2.
  - a. NOTE: If the member or company is requesting reimbursement for the payment of the training class, proof of payment must be submitted such as a credit card receipt/statement or cancelled check.
- C. A copy of the certificate of completion. An example is shown as Exhibit 3.

### **Reimbursement of Overnight Travel Expenses - Training**

The RA may reimburse members for any travel expenses incurred while attending an approved training class requiring overnight travel. Overnight travel is defined as any training site outside a 100-mile radius of the City of Greensburg or the member's home. The fire chief must approve any overnight travel. An estimate of the travel expenses must be itemized on the "Request to Attend Training" form.

The RA will <u>not</u> reimburse any members for any travel expenses related to "Local" training. "Local" training is any training site within a 100-mile radius of the City of Greensburg or the member's home. The utility truck should be used for "Local" training upon approval of the Company Captain.

The following travel expenses will be reimbursed for overnight travel:

- A. Lodging -Maximum rate of \$125/day excluding tax.
- B. Meals A maximum of \$45 per day (including tax & tips). The RA will not reimburse for alcohol.
- C. Personal Mileage RA will pay a one-way fuel receipt x 2.
- D. Airfare.
- E. Rental Car.
- F. Tolls & Parking.

All allowable overnight travel expenses must be submitted on an "Expense Reimbursement" form. An example is shown as Exhibit 4. All travel receipts must be attached to the reimbursement form. A member will not be reimbursed for any missing receipts.



# Greensburg Volunteer Fire Department Request to Attend Training

\*All persons requesting to attend training must submit this request (fully completed) at least 30 days prior to training to receive approval from the proper entity. Failure to comply may result in lack of Reimbursement.\*

t		
	GREEN FIRE DEP GREEN	7

Name Firefighter	r Name	Comp	anv #	##		Date is a DATE Prior to Registratior
	Westmoreland Country C					
-				rore (ruc	inc Safety Halfillig C	
Location of Traini	ing (City/State)S	mithton, PA	<u> </u>			
Date(s) of Trainin	g1-27-20 #2178/1-17-2	20 #3700	Total Nu	ımber of	Days Involved N	\ - Local Training
Approximate Cos	sts: Meals* \$			Gas	\$	****
DNLY REGISTRATION/CO S REIMBURSABLE for LC TRAINING					stration Fee \$ 13	
ocal Training 100 mi Ro	Miscellaneous S	\$		EST.	TOTAL COST \$ 13	5.00
* Maximum Meal reimb	bursement is \$45.00 per day					
Firefighting Values to	o be gained by you attending	g this trainin	ng:		-	
Introduction to the	e Fire Service & Fire Ground	d Support				
IF YOU [	DO NOT COMPLETE	THIS FOR	RM - YC	U WILL	NOT BE REIME	BURSED
Would you be willing	g to share the knowledge ga	ined at this	training d	uring a De	partment Drill?	Yes No
	pproval to attend training in					
	nt need to send payment or					No
						NO
	Check pa					
Address where paym	nent is to be mailed: Firefi	igniter 3 Hon				
*All 1	persons attending tra entity no later than :	_				oper
	Board of Contr	ol or	•	Х	Relief Associa	tion
	Terms	s and Condit	tions of pa	ayment:		
this paperwork they must reir Failure to meet revocation	st to Attend Training paperw when submitting for payme mburse the Board of Control ALL of these terms by ANY f of equipment, or render fire	ent. Anyone I or Relief As irefighter m	attending sociation ay result i	training N for expen n suspens	MUST complete the e ses incurred toward t ion, failure to attend	ntire course or their training. future training,
Joe	Firefighter				DATE PRIOR TO REGIS	STRATION
	ture of Firefighter			4	Date Signed	l
<i>S</i> ignat	L. Quel				DATE PRIOR TO REGIS	

Exhibit • 2



"STATEMENT OF ACCOUNT"

STATEMENT OF ACCOUNT

PAGE

1

STUDENT ID NUMBER: XXXXXXXX

STATEMENT DATE

10/26/20

Name

**BALANCE DUE** 

135.00

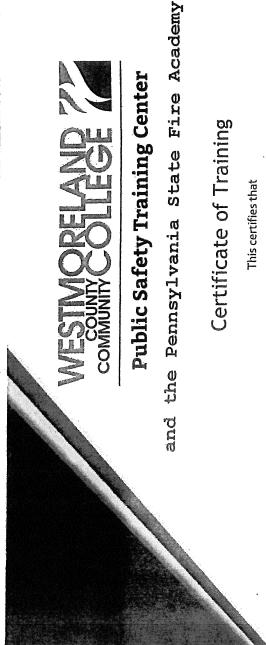
Greensburg, PA 15601

Credit Card Authorization On Back Please Return This Portion With Your Payment

Statement of Account for the 20/SG term. Please pay balance due immediately. Thank you!

DATE	TERM	DESCRIPTION	CHARGES	CREDITS
01/27/20 02/17/20	20/SG 20/SG	Registration - PPRX_2178 Con Ed Tuition Registration - PPRX_3700 Con Ed Tuition	100.00 35.00	

The Course Description (PPRX 2178 & PPRX 3700) are listed as line items. Both the Course Description and the Course ID must be on the Statement of Account That must be submitted for reimbursement



training course consisting of 32 hours of instruction in has successfully completed a state-accredited

Fire Ground Support (EL-14 ELFG)

20SG PPRX 2178 F02 Public Safety Training Center

February 27, 2020

Westmoreland County Community College

Appropriate Course No. on Certificate

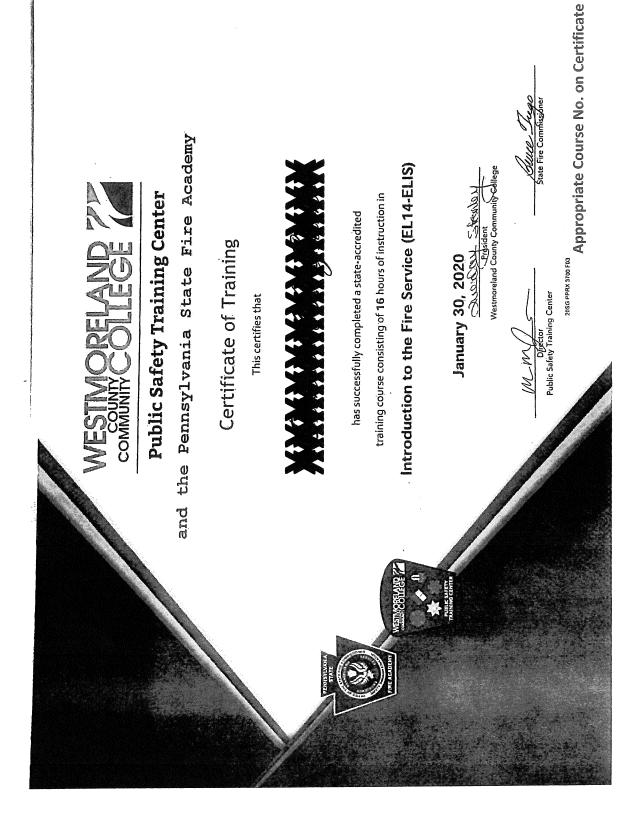
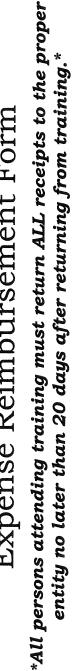


Exhibit 📤 3



# Greensburg Volunteer Fire Department

Expense Reimbursement Form





Name		Com	Company #	Home Address	ddress	
Event				Held at		
his form to	his form to be used on Overnight Training Travel Expenses for Training Outside of Greensburg	vel Expense	s for Trai	ning Outside of	Greensburg	
Date	<b>Fares</b> Type & Explanation	Lodging	Gas	<b>Meals</b> Max \$45.00 per Day	Miscellaneous Expenses (explain fully)	Total
ATTAC!	ATTACH RECEIPTS — (Receipts are required for meals, lodging, gas, parking, turnpike, plane, etc.)	equired for m	eals, lodgir	الع, gas, parking, tuı مرامع رسيسيرا»	npike, plane, etc.) <b>Grand Total</b>	
Signature:		espenses joi u	ad anna an	r wu covereu. Total Travel Expe	ង <i>covereu.</i> Total Travel Expenses Requested \$	
Date:						
Approved by:	by:			Less A	Less Advance Received \$	
Date:				70	Total Amount Paid \$	
	Bod	Board of Control	trol or		Relief Association	

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. Terms and Conditions of payment: