



# Greensburg Volunteer Fire Department Request to Attend Training



**\*All persons requesting to attend training must submit this request (fully completed) at least 45 days prior to training to receive approval from the proper entity. Failure to comply may result in lack of Reimbursement.\***

Name \_\_\_\_\_ Company # \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Training \_\_\_\_\_

Location of Training (City/State) \_\_\_\_\_

Date(s) of Training \_\_\_\_\_ Total Number of Days Involved \_\_\_\_\_

Approximate Costs:	Meals* \$ _____	Gas \$ _____
	Lodging \$ _____	Registration Fee \$ _____
	Miscellaneous \$ _____	EST. TOTAL COST \$ _____

*\* Maximum Meal reimbursement is \$45.00 per day*

Firefighting Values to be gained by you attending this training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you be willing to share the knowledge gained at this training during a Department Drill?  Yes  No

Have you received approval to attend training in the past 2 years?  Yes  No

Does the Department need to send payment or registration fee prior to training?  Yes  No

**If yes**, how much? \$ \_\_\_\_\_ Check payable to: \_\_\_\_\_

Address where payment is to be mailed: \_\_\_\_\_

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

\_\_\_\_\_ **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.

\_\_\_\_\_  
Signature of Firefighter

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Fire Chief

\_\_\_\_\_  
Date Signed