

**Appalachian Mountain Club
Delaware Valley Chapter**

Send to BOTH:
Jeff Fritzing, leadership@amcdv.org
Margaret McDonald, treasurer@amcdv.org
Contact Jeff if you need to send this by US Mail

Training Reimbursement Request

Payable to:		Receipts Attached?			Submitted By:
Mail to:		Yes	No	N/A	Approved By:
		Trip Reports Attached?			
Telephone:		Yes	No	N/A	Total: \$0.00

Course Description (1 course per line)	Completion Date	Course Fee	Reimbursable Amount	Receipts Attached (Y or N)	Treasurer's Use only
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		Check Number:

- Instructions:**
1. Reimbursement is described in the Policy, Delaware Valley Chapter Training Reimbursement Program, available on the Chapter Website, www.amcdv.org. Eligible courses are those listed in the Policy.
 2. Items eligible for reimbursement are course fees, including registration and relevant lodging costs. Travel and meal expenses are excluded unless included in the registration fee.
 3. The DV Chapter offers a program for reimbursing chapter activity leaders who take the Wilderness First Aid course. Any leader who leads trips within the 18-month period starting six months before, and up to one year following, the successful completion of the WFA course will be reimbursed: 50 percent of course fees for leading two trips, 75 percent for leading four, and 100 percent for leading six. Maximum reimbursement is \$300. Two day or longer trips will count as two trips. Course fees refers to registration and relevant lodging costs, and excludes travel and meal expenses unless such expenses are included in the registration fee. Reimbursement allowances apply for all original, renewal and recertification classes. Limited funds available for this program.
 4. To be eligible for reimbursement, requirements of the Program (including Lead, Co-Lead, or Participate) must be completed within one-year before or after the date of training completion. You must attach copies of trip reports completed within the eligibility period to your reimbursement request.
 5. Documentation to substantiate the amount of the Course Fee should be included. Examples include receipts, copies of canceled checks (with account numbers blacked out), credit card statements (with account numbers blacked out).
 6. Payments must be authorized by the Leadership Chair. Completed form should be sent to the Leadership Chair for approval (leadership@amcdv.org).
 7. Requests for Training Reimbursement may be sent by U.S. Mail or scanned and e-mailed to the Leadership Chair at the above address.