

## Pottsville Fireman's Relief Association Training Request Form

Name (Last) \_\_\_\_\_, First \_\_\_\_\_, M.I. \_\_\_\_\_

Home Address (Street) \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_, E-Mail, \_\_\_\_\_

Company Name \_\_\_\_\_, Date Submitted \_\_\_\_\_

Course Title \_\_\_\_\_

Course Location \_\_\_\_\_

Course Dates \_\_\_\_\_

Registration Fee / Class Cost \$ \_\_\_\_\_, Estimated Travel Cost \$ \_\_\_\_\_

Company Officer Approval: (Captain) Print Name \_\_\_\_\_

Captain Signature \_\_\_\_\_, Date \_\_\_\_\_

Received By \_\_\_\_\_, Date \_\_\_\_\_

### Training Committee Approval:

Name \_\_\_\_\_, Date \_\_\_\_\_

Name \_\_\_\_\_, Date \_\_\_\_\_

Total amount Reimbursed after COMPLETION of Course (Certificate copy & itemized receipts Received)

\$ \_\_\_\_\_ Paid to **Member / Company** (Please indicate Member or Company)

Comments: \_\_\_\_\_

Completed Form and copy of Certificate returned to Captain for File: ( Yes / No )

## TRAINING EXPENSES GUIDELINE

1. All money allocated for training, by Relief Association will be divided equally amongst the Seven (7) City Fire Companies
2. The training committee will meet monthly to discuss and approve all requests for Training and all bills for reimbursement. No reimbursement shall be made by the association without prior approval by the Training Committee.
3. It is the Training Committee's responsibility that the money budgeted to them in each year be spent in the best interest of the Pottsville Fire Department as a whole.
4. All applications for pre-approval of Training must be made to the Training Committee on form (PFD 001) approved by the association for such use, and shall include certification by the Captain of the members company as to the eligibility of said member to attend the desired course. The Training Committee shall design said form to suit their needs as they may be from time to time. The Training Committee shall distribute an adequate number of these forms to each Company.
5. The Training Committee will only approve attendance at Training courses that are Pennsylvania State approved, NFA approved Courses, and other training courses / Seminars that are acceptable under Act 84.
6. Lodging / Meals and Mileage reimbursement will be reimbursed when the training destination is located more than 50 miles from their home. The Training Committee shall work with the Captain / Member in making all arrangements for lodging directly with a facility within reasonable distance of the training site. All reservations will be for double occupancy or lesser accommodations. All students will be required to submit a copy of the checkout itemized billing to the Training Committee upon their return.
7. All reimbursement for meals shall be pre-approved by the Training Committee at a maximum of \$8.00 per Breakfast, \$12.00 per lunch, and \$26.00 per dinner. Itemized receipts for such meals must be submitted to the Training Committee for reimbursement upon members return from Training and successful completion of the attended course. Mileage reimbursement for personal vehicle usage is equivalent to the rate established by the U.S. General Services Administration (GSA). The current rate is listed at BCPO website. When the GSA rate changes; the reimbursement rate changes with the same effective date.

Respectfully Submitted:

  
Jack Messner,  
President  
Pottsville Fireman's Relief Trust Association

Date : 5/4/11