

REIMBURSEMENT REQUEST

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Today’s Date** |  |
| Email |  | Phone  |  |
| Union Reg # |  | EFT Email (if different) |  |

###  Course information (list each course separately)

|  |  |  |
| --- | --- | --- |
|  **Completion Date** | **Course Name** |  **Cost** |
| 1. |  | $ |
|  |  |  |
| 2.  |  | $ |
|  |  |  |
| 3. |  | $ |
|  |  |  |
|  | TOTAL | $ |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Office Use Only | Cost | GL Code |
| 1.[ ]  Pre-approvedDateComments: | [ ] Declined Date | [ ]  On Hold date  | [ ]  Incompletedate   | [ ]  Approveddate | $ |  |
| 2.[ ]  Pre-approvedDateComments:  | [ ] Declined Date | [ ]  On Hold date  | [ ]  Incompletedate   | [ ]  Approveddate | $ |  |
| 3.[ ]  Pre-approvedDateComments:  | [ ] Declined Date | [ ]  On Hold date  | [ ]  Incompletedate   | [ ]  Approveddate | $ |  |

|  |  |  |
| --- | --- | --- |
| Prior reimbursements to date $ | Processed by: | Total Paid $ |
| Date posted | Date paid | EFT/Ck # |

# Click OR print (neatly) in the GREY fields to enter your information. DO NOT complete the sections below OFFICE USE ONLY.

# Email this form along with the invoice, proof of completion and payment receipt(s) to reimbursements@oe955.com

#  Check your email for payment confirmation and/or letters we may send for follow-up information.

# Remember to update your TRADES WALLET!