A black text on a white background

Description automatically generated

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: | DeclinedDate | On Holddate | Incompletedate | Approveddate | $ |  |
| 2. Pre-approvedDateComments: | DeclinedDate | On Holddate | Incompletedate | Approveddate | $ |  |
| 3. Pre-approvedDateComments: | DeclinedDate | On Holddate | Incompletedate | Approveddate | $ |  |

|  |  |  |
| --- | --- | --- |
| Prior reimbursementsto 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!