



STANDARD OPERATING PROCEDURES REIMBURSEMENT POLICY

ANY REIMBURSEMENTS requested from the Pierce County Search and Rescue Council (i.e.; Continuing Education matching funds, cellular phone or pager deposit refunds, overpayments, etc.) **MUST** be accompanied by a Reimbursement Request form. This form **MUST** be accompanied by all necessary receipts, cancellation forms, etc. to explain the request.

Continuing Education requests for reimbursement will be paid/disbursed through the requesting member's Unit. All reimbursements will be submitted to the Unit Treasurer and the individual will be reimbursed by his/her Unit treasurer. Reimbursement is paid only upon completion (with certification) of the continuing education/conference attended.

ALL reimbursements must be submitted and will be reimbursed through the requesting member's **UNIT ONLY**. Individuals requesting reimbursement will be referred to their Unit coordinator/treasurer.

This policy is subject to change without notice