



TRAINING EXPENSE PRE-APPROVAL FORM

This form must be completed and submitted to the board of _____ and to the PCSAR Council *prior* to training activity for registration/ tuition fee reimbursement approval.

Name of member: _____

Name or type of training: _____

Name of organization providing training: _____

Date and place of training: _____

Cost of registration/tuition (please provide copy of registration form) \$ _____

Note: When training has been completed, a receipt, invoice or purchase order, and certificate of completion will need to be submitted to _____ and the PCSAR Council in order to process a reimbursement check.

_____ Approval (yes/no): _____ Amount: \$ _____

PCSAR Approval (yes/no): _____ Amount: \$ _____