



PIERCE COUNTY SEARCH AND RESCUE
TRAINING EXPENSE REIMBURSEMENT CHECKLIST

I. UNIT PRE-APPROVAL

(Bylaws - Article VII Finances, Section 5., H.)

- [] Date Unit Member submitted to Unit Board for approval.
[] Copy of registration form attached.
[] Tuition \$ (100%)
[] Reimbursement PC SAR Council \$ (50%) x Members = \$
[] Training Date
[] Place of Training
[] Unit Member Name(s) 1) 6) 2) 7) 3) 8) 4) 9) 5) 10)
[] Training Name/Type
[] Training Organization Name
[] Unit Treasurer Signature/Date Name
[] Date Unit Treasurer submitted to PC SAR Council for pre-approval (must be presented at least three working days prior to the training.)

II. PC SAR COUNCIL APPROVAL

- [] Date Received by PC SAR Council for approval.
[] Executive Board Member Signature/Date Name
[] Approval Amount \$
[] Date PC SAR Council returned approval to Unit Treasurer

III. POST APPROVAL

- [] Unit Treasurer submits to PC SAR Council Treasurer 50% tuition fee reimbursement.
[] Copy of the sign-in sheet or the instructor's signed, written statement that the education was completed is attached.
[] Reimbursement Amount \$ (50%) x Members = \$ (Cannot be more than the pre-approval amount listed above.)
[] Unit Treasurer Signature/Date Name
[] PC SAR Council Treasurer submits check to Unit Treasurer.
[] PC SAR Council Treasurer Signature Name
[] Date PC SAR Council sent check to Unit Treasurer