

Training Reimbursement Guidelines

Overview

This document outlines the official procedures, as adopted by the WVAGP Board of Directors, for reimbursement of costs associated with the completion of trainings and conferences sponsored by the WVAGP.

Eligibility

To receive reimbursement the applicants must be a member of the WVAGP, and have completed any specifically identified prerequisites. Participants may not take the same course more than once.

Reimbursements in General

Authorized Expenses: Registration fees, books or course materials and lodging are the only expense that the WVAGP will reimburse. Training reimbursements are authorized only for WVAGP sponsored courses that qualify for educational achievements towards GIS Certification.

Maximum Allowance: Reimbursements will not exceed the maximum allowance of \$150.00 per course. Participants may qualify for two courses a year. Expenses that exceed the allowances are the responsibility of the participant. To qualify for reimbursement the participant must not receive full reimbursement from any other entity or source though partial reimbursement can be supplement but not duplicated.

Lodging Receipts: Lodging will be reimbursed at the single room rate and will include all applicable state and local taxes. A copy of the motel receipt must be filed with the WVAGP within two weeks of the check-out date and it must show a "zero" balance. Since room reimbursement is based on single occupancy, the receipt must show one (1) occupant. If conference/class participants share a room, all room occupants' reimbursement sheets must be submitted together and the motel receipt should reflect the number of occupants. If additional individuals stayed in the room and are not class/conference participants, the additional room charge is the responsibility of the attendee. However, if the motel receipt shows more than one (1) occupant, a motel staff member must annotate the single room rate (including applicable taxes) on the receipt. The motel staff person must sign, date, and include his/her title on the statement.

Travel Planning

Participants must make their own transportation arrangements.

Attendance/Substitution/Cancellation

Participants are expected to attend all sessions of the course, seminar, workshop, or entire length of a conference. Those who do not attend all sessions may not receive course completion certificates and may not be reimbursed for expenses incurred.

If an applicant must cancel, the individual or his/her organization may request substitution of an equally qualified person. The request must be made in writing at the same time as the cancellation and must be accompanied by a course application form for the substitute.

Application Procedures

Before Training Event: One month prior to the training course, email the WVAGP Treasurer to request for training reimbursement; denote in the email Subject Header "WVAGP Training Reimbursement Request – Your Name." In the body of the email include all planned, itemized expenses requested for reimbursement. Early submission is encouraged as reimbursement will be awarded on a first come first serve basis.

After Training Event: Within two weeks, send itemized receipts electronically to the above email or mail receipts to the address below. A copy of the motel receipt must be filed with the reimbursement request and must show zero balance.

WVAGP Treasurer
P.O. Box 3903
Charleston, WV 25339

Approval

All reimbursements will be subject to approval by the WVAGP Board of Directors. Training must be authorized by WVAGP President or the Board of Directors.

Contact

Contact information is available on the WVAGP website.

APPROVED BY WVAGP BOARD ON 2 DECEMBER 2010.