

Training

• Request for OT/BF
• Summary of OT
• Payroll docs
• Volunteer declaration
• Sign in
• Cover letter
• Agenda
• Student cert/s
• No food

• Ref of biolding place
• Copy of signed contract
• Copy of contractor invoice
• Proof of payment
• Sign in
• Cover letter
• Agenda
• ACR
• 1 meal if 4+

• List of what was purchased
• Proof of pay
• Sign in
• Cover letter
• Summary
• Agenda
• ACR
• 1 meal if 4+

• Invoices or receipts
• Proof of pay
• Sign in
• Cover letter
• Agenda
• ACR
• 1 meal if 4+

• Invoice w/ date + desc of services
• Proof of pay
• Evaluators expenses
• Sign in
• Cover letter
• Summary
• Agenda
• ACR
• 1 meal if 4+

• Proof of bid
• Signed contract
• Contractor invoice
• Proof of payment
• Sign in
• Cover letter
• Summary
• Agenda
• ACR
• 1 meal if 4+

• Reimburse for contractor
• NO - FOOD

• OT/BF request
• Excel summary of OT
• Payroll doc
• Volunteer dec
• Sign in
• Cover letter
• Summary
• Agenda
• ACR
• 1 meal if 4+

Exercise & Training

No reimbursement

Reimburse for contractor

Reimburse for vendor/contractor

1 time use supplies

No reimbursement

Reimburse for contractor

OT/BF request

Exercise