

## REIMBURSEMENT CLAIM

This claim is submitted for (please check appropriate box):

- Room and Board at PMI**       **Out of Eligibility Training at MITAGS or PMI**  
 **Off-site Training for Courses Not Offered at MITAGS or PMI**

|             |   |
|-------------|---|
| Name:       | Home Address:   |
|             |   |
| SSN:        | If Different, Address where Reimbursement should be mailed: |
| Home Phone: | In Care Of:   |
| Cell Phone: |   |
| Email:      |   |

Request Reimbursement for Cost Associated with the Following Training:

| Course           | Attendance Dates |    | Training Site | Expenditures |
|------------------|------------------|----|---------------|--------------|
|                  | From             | To |               |              |
| 1.               |                  |    |               |              |
| 2.               |                  |    |               |              |
| 3.               |                  |    |               |              |
| 4.               |                  |    |               |              |
| Total Requested: |                  |    |               | \$ _____     |

In order to have your request processed, you must:

1. Sign this form.
2. Meet all requirements and guidelines listed on reverse side.
3. Attach all necessary documentation listed on reverse side.

Check this block if travel to/from training site was by private auto/rental car.

I have read the guidelines for submission on the reverse of this form. The information provided above is accurate. I have not been reimbursed, nor am I seeking reimbursement elsewhere for this training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|   |
|---|
| Submit Request to:    The Maritime Institute of Technology and Graduate Studies<br>Attention: Reimbursements<br>692 Maritime Boulevard<br>Linthicum, Maryland 21090 |
|---|

### For Office Use Only

|  |                                       |
|--|---------------------------------------|
| Date Received _____                    | Payment Verified _____                |
| Member in Good Standing Verified _____ | Prior Written Approval Verified _____ |
| Eligibility Verified _____             |                                       |
| Training Verified _____                | Amount to be Reimbursed _____         |

## GUIDELINES FOR SUBMISSION

*Requests for reimbursement that are not submitted in accordance with the guidelines below will not be processed. These requirements address only reimbursement for completed training. Ensure that you verify program eligibility requirements prior to undertaking any of the training options addressed below.*

### **Trust Students out of Eligibility (MITAGS & PMI)**

- Student must be an IOMM&P member in good standing of the Offshore Division.
- **Reimbursement is for tuition, room and board only.** Maximums of \$89.00 per day for room and board and \$89.00 per day of training. Transportation costs are not reimbursable.
- Student must attain eligibility within six months after successfully completing the last class.
- **For MITAGS,** copies of discharges must be attached.
- **For PMI,** copies of discharges, original receipts, and copies of course certificates must be attached.

**NOTE:** For detailed eligibility requirements and specific courses available, see Trust Student Out of Eligibility Policy statement. This document is available through MITAGS, PMI, the Union Halls, and on the website at [www.mitags.org](http://www.mitags.org).

### **Room & Board for Eligible Trust Students at Pacific Maritime Institute (PMI)**

- Members residing within 50 miles of PMI not be reimbursed for lodging or dinner.
- Lodging reimbursement is limited to public hotel/motel facilities. If you stay in a private residence, you will not be reimbursed.
- Original detailed receipts must be attached. **Each receipt must clearly indicate what was purchased.** Do not send top (signature) copies of credit card receipts as they will not be processed; ask for a detailed receipt.
- Proof of successful course completion (copy of certificate) and proof of eligibility (discharge) must be attached.
- Reimbursement will be for actual room and board costs associated with training days. The weekend between two (2) consecutive classes is also reimbursable.
- Transportation costs will not be reimbursed.
- Maximum reimbursement, verified with receipts, is limited for room and board will not exceed \$89.00 per day.

### **Offsite Training for Courses Not Offered at MITAGS or PMI**

- Must have 360 days of covered employment with a company that contributes to the MATES Program and meet all other MITAGS eligibility requirements.
- **Must have written approval from the Executive Director of MITAGS prior to the start of the training.** A copy of the written approval must be attached to the reimbursement request.
- Transportation is to be paid by the employer company with no restriction on the length of training.
- Reimbursement request must be submitted within 60 days of training completion.

#### ***Offsite for Unlicensed Members***

- Maximum reimbursement benefit is \$5,000.00, inclusive of tuition, fees, supplies, and room and board. Reimbursement will only be for actual expenses. Original receipts must be attached. (Student is responsible for all USCG license and document charges.)
- Must successfully complete the training program and obtain original license/endorsement before reimbursement. Evidence of successful course completion and copy of license/endorsement must be attached.

#### ***Offsite for Licensed Engineer Members***

- Maximum reimbursement benefit is \$5,000.00, inclusive of tuition, fees, supplies, and room and board.
- Must successfully complete the training program. Evidence of successful course completion and copy of license/endorsement must be attached.