

Company requesting reimbursement: «Company»

Person submitting: _____ Phone: _____

email: _____



Safety Training Reimbursement Request

As a KDOT Contractor or Sub-Contractor, your company qualifies for funds to reimburse expenses incurred for safety training in Kansas after July 1, 2018. Return this form and a **KDOT sign in sheet or certificate/card of completion for each class** by June 30, 2019 for Expense Reimbursement for In-House or 3rd party training.

Class: _____ Date: _____ Instructor Name: _____ Instructor Company Name: _____ Start and End Time: _____ City where training took place: _____	(KCA Office Use Only) Roster _____ Credentials/Agenda _____ Expense Receipts _____ Class Info in Excel _____ Invoice KDOT _____ Reimburse Contractor _____ Vendor Invoice Paid _____ Certificates Sent _____
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Class Participants: _____

Facility: \$ _____

Food: \$ _____

Instructor Fee: \$ _____

Curriculum: \$ _____

Instructor Travel: \$ _____

Instructor Lodging: \$ _____

Total reimbursement: \$ _____

Official CIT Sign-In Sheet is attached and includes employee name printed/typed plus signature *OR* Copies of Certificates of Completion/Cards are attached with a list of each employee.

Instructors' credentials and class agenda.

Please fill out a separate expense reimbursement form for each class.

Call KCA with questions, 785-266-4152
 Fax: 785-266-6191; kcacit@webuildkansas.com.
 800 SW Jackson Street, Suite 100, Topeka, KS 66612

Notes:

Please include the credentials of any instructor you use for training whether they are hired outside your organization or are an employee of your organization. Agendas are also required for each class.

In order to complete this reimbursement request, complete this form and fax, mail or email with copies of receipts, please provide KCA with your class sign-in sheet (required KDOT roster- each name printed legibly plus a signature.)

Employee wage, lodging and travel are not reimbursed. Reimbursement is for skills and safety training offered to craft workers who work on KDOT road and bridge projects. Training must be completed in Kansas.

CIT Sign-In Sheets(s) and/or Copies of Certificates/Cards of Completion, credentials and class agendas are REQUIRED for reimbursement.