



### RPM Academy HSI Instructor Reimbursement Request Form

HSI Instructor Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____	Mail the <b>completed</b> reimbursement request form and <b>supporting receipts</b> to: <b>Laurel Kuehl 238 Laurel Drive Valpariso IN 46383</b> Questions: <a href="mailto:mfaasstdir@gmail.com">mfaasstdir@gmail.com</a>
Telephone Number with Area Code: _____ Email Address: _____	

**HSI Instructor Expenses Part I Reimbursement for approved RPM HSI classes only. Requests forms should be submitted within 14 days.**

I	Date(s) of Activity or Event	Location & Description of Activity or Event	Miles* Roundtrip x .15/mi using MapQuest	Lodging** One night max \$75 without PRIOR approval	Other*** Require PRIOR approval by HSI Director or Representative
A			_____ mi x .15/mi = \$	\$	\$
B			_____ mi x .15/mi = \$	\$	\$
C			_____ mi x .15/mi = \$	\$	\$

**SECTION I TOTAL: \$ \_\_\_\_\_**

**HSI Instructor Expenses Part II Reimbursement for approved RPM HSI supply purchases only. Requests forms should be submitted within 14 days.**

II	ITEM	SUPPLY SPECIFICATIONS	QUANTITY	PRICE	TOTAL COST W/TAX
1	4 x 4 gauze	Package		x \$	\$
2	2" gauze	Roll-style		x \$	\$
3	Gloves	Box (non-latex)		x \$	\$
4	Student cards	HSI certified class documentation		x \$	\$
5	Other HSI Class Supply Expenses Require PRIOR approval by RPM HSI Director or Representative	a)		\$	\$
		b)		\$	\$

**SECTION I TOTAL: \$ \_\_\_\_\_ + SECTION II TOTAL: \$ \_\_\_\_\_ = TOTAL REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_**

These are valid expenses and eligible for reimbursement in accordance with the RPM Academy Instructor & Trainer Reference Manual.

RPM HSI Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*this section for RPM Academy LLC administrative purposes only*

The expenses submitted  have ( have not: reason: \_\_\_\_\_) been approved for reimbursement.

RPM Academy HSI Director (or Representative) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Confirmation Email Sent: Yes No