



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Alaska Fire Service
P.O. Box 35005
Ft. Wainwright, Alaska 99703-0005
<http://www.blm.gov/ak>

REQUEST FOR REIMBURSEMENT OF EDUCATIONAL-TRAINING EXPENSES

Name of Employee: _____

Reimbursement Requested: _____

Please submit attached to this form the following information:

- A copy of your Education/Training Approval and Commitment Form
- Proof of your successful completion of the course/training you seek reimbursement for.
- Detailed proof of tuition payment and detailed proof of expenses

TO BE COMPLETED BY THE FIRE TRAINING SECTION

Employee has submitted the following:

- _____ A copy of the Education/Training Approval and Commitment Form
- _____ Proof of successful completion of the course/training
- _____ Detailed proof of tuition payment and detailed proof of expenses

Training Recommends the Reimbursement of the following amounts:

- Tuition:
- Supplies:
- Travel:
- Per Diem:
- Cost of Labor

Total Cost: _____ Cost Code: _____

Chief of Training: _____ Date: _____

Approved Amount: _____

Manager – AFS, Approval

Date