



## SUMMIT AT SNOQUALMIE – CENTRAL VOLUNTEER SKI PATROL

Patroller Education Reimbursement Request form  
(Budget Line 671 D)



NORTHWEST REGION  
PACIFIC NORTHWEST DIVISION

Name of Patroller: \_\_\_\_\_

Date Submitted to Director: \_\_\_\_\_ (Submit 2 weeks Prior to Class Date)  
(Only one request per year/Per patroller/up to \$100.00)

Course Name: \_\_\_\_\_

Date of Course: \_\_\_\_\_

Location: \_\_\_\_\_

Amount requested: \_\_\_\_\_ (\$100.00 Limit) (please see Director's note)

Please list below how the money will be spent:

(Please refer to the Policy and Procedure Manual of what the limits are)

Registration Fees: \_\_\_\_\_

Lift tickets: \_\_\_\_\_

Instructor Fees: \_\_\_\_\_

Gas Reimbursement: \_\_\_\_\_

Lodging: \_\_\_\_\_

Food: \_\_\_\_\_

Approved by Director: \_\_\_\_\_ Date: \_\_\_\_\_

When approved, the Director will return this original request form to you. Once you have attended the class, you must submit receipts with this form and the Expense reimbursement form. You will then be sent a check by the Patrol Treasurer. In accordance with the NSP Policy for reimbursement expense report vouchers and receipts must be received within 30 days of the event. All expenses incurred in a fiscal year must be submitted 15 days before the end of the fiscal year (May 31)