



**MUNICIPAL TRAINING AND DEVELOPMENT CORPORATION**  
460 TORBAY ROAD  
ST. JOHN'S, NL A1A 5J3

## **FES-NL TRAINING SCHOOL MUNICIPAL REIMBURSEMENT FORM**

October 23- 31, 2010

Fire and Emergency Services – Newfoundland and Labrador (FES-NL) is pleased to again provide funding to assist municipalities with the cost of volunteer firefighters and municipal volunteers attending the Fire and Emergency Services Training School being held on the North East Avalon October 23 – 31, 2010. This funding will be administered by the Professional Municipal Administrators (PMA) and will be allocated on a 50/50 cost share basis to a maximum program expenditure of \$30,000.

This funding is separate from the MTDC Match Training Financial Assistance Program. You can register and take advantage of this funding opportunity by contacting PMA at the earliest opportunity.

Municipal Reimbursement claims must be received by PMA no later than 30 days after attending the FES Training School to be considered eligible for reimbursement.

For further information, please contact: Krista Planke, PMA  
Professional Municipal Administrators  
726-6405 (o)  
726-6408 (f)



## FES TRAINING SCHOOL REIMBURSEMENT 2010-2011

	<b>Pre-Approval</b> Please Provide estimated below		<b>Reimbursement</b> Please ensure supporting documents are attached	Date of Application
<b>Name of Municipality:</b>				
<b>Municipal Address:</b>				
Contact Person:				
Telephone:		Fax:		Email:
Name of person(s) who attended the training:			Position Title: (e.g. clerk, councillor)	
<b>Training Activity Information</b>				
Name of Activity:			Date(s) of Activity:	
Location:			Sponsoring Group:	
Brief Description of Activity:				
<b>Statement of Expenses:</b> For Pre-Approvals – please estimate. For Reimbursements – provide copies of receipts verified by the Clerk				
Date(s) Travelled	From	To		
Depart and Return Times	Time of Departure	Time of Return Home	<b>Totals</b>	
Registration of Course Fee Excluding MTDC Workshops	.....			\$
Meals \$40.00 per day Maximum No Receipt Required	# of Breakfasts _____ @ \$10.00			
	# of Lunches _____ @ \$12.00			
	# of Dinners _____ @ \$18.00			
	Total all meals			
Accommodation	# of nights _____ @ \$ _____ per night			\$
Travel	# km _____ @ \$0.36			\$
Other Travel	.....			\$
Other Costs e.g. Texts, Course Materials	.....			\$
<b>Total of All Expenses:</b>				\$
This is to verify that the council has reviewed this application, agrees to its accuracy and has authorized its submission to MTDC			Print Name:	
			Position:	
			Signature:	
<b>IMPORTANT: YOU HAVE ONE MONTH, AFTER THE COMPLETION OF YOUR TRAINING ACTIVITY, TO FILE YOUR CLAIM.</b>				
For Pre-Approval: Please FAX to 709-726-6408 or Mail to... Municipal Training and Development Corporation 460 Torbay Road St. John's, NL, A1A 5J3  For REIMBURSEMENT: Please fax or mail this application and your supporting documents to MTDC at the above address			For Office Use only	
			50% Reimbursement: _____	
			Processed By: _____	
			Approved By: _____	
			Date: _____	



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