



SENECA COUNTY

Emergency Medical Service



Standard Administrative Guideline

Subject: Training Reimbursement

Reference Number: 38

Effective Date: May 1st, 2009

Review Date: May 1st, 2011

Purpose:

To outline and define the rules for the reimbursement of outside training to individual Seneca County EMS volunteers.

Background:

Seneca County EMS provides the opportunity for all active volunteer EMS personnel to attend outside training on a budgetary basis. Most outside training activities are in the form of conferences, advanced level classes, and weekend seminars.

Policy & Procedure

The definition of "active" volunteer is decided by the individual Local Squad coordinator and County EMS director.

Seneca County EMS training grant forms must be submitted at least 2 weeks prior to attending any outside training.

Budget limitations will dictate how much can be spent on any given training opportunity. The EMS director must approve any training prior to attendance.

The county will **ONLY** reimburse the expense of the training, it cannot pay up front.

Upon completion of the course the member must submit a copy of the course registration, the cancelled check or credit card receipt, and the course completion certificate. If paid with credit card, a copy of the credit card bill must be included (be sure to black out any information that you don't want shared with the auditors office).

This documentation should be submitted in a timely manner to ensure prompt reimbursement.

Submission of expenses for travel and lodging shall follow the Seneca County Personnel Policy Manual Section 4.13.

Travel and expense reimbursement must be approved in writing by the EMS director prior to travel.

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