

July 2023 to June 2024 Water System Operator Reimbursement Program Reimbursement Form

**Please complete this form to request reimbursement for training courses and/or travel costs.
A maximum of \$1,000 per fiscal year is reimbursable for cost associated with training.**

Who is requesting reimbursement? Operator City/Utility/Employer

Name of Operator:

Name of City/Utility/Employer:

Course:

A copy of the certificate of completion and receipt for course fees must be included with this form.

Name of Course Sponsor:

Name of Course:

Dates of Course:

Course Fees Paid:

Travel and Lodging (if applicable):

Note: Only in-state travel costs are eligible for reimbursement. All receipts must be included. The following are NOT reimbursable (this list is not comprehensive): per diem, rental car, parking, taxi fare, gas, mileage, etc.

Dates of Travel:

Explanation of Travel (including mode of travel, airline and flight information, hotel name, etc.):

Travel and Lodging Costs:

Total Actual Costs:

FOR DEC USE ONLY

Payable to: _____ VCN: _____

Actual Course Fee: _____ Actual Travel/Lodging Costs: _____

Reimbursable Costs:

Accounting Template: VVWDW15 Phase: _____ VVWDWO2 Phase: _____

Course Fee: _____ Object Code: 3000

Travel/Lodging Costs: _____ Object Code: 2010

Total Reimbursable Costs: _____

Program Approval: _____ Date: _____

Financial Approval: _____ Date: _____

Reimbursement Checklist:

- Copy of Course Completion Certificate Attached
- Copy of Course Fee Receipt Attached
- Copy of All Travel Receipts Attached, if applicable

Signature:

I hereby certify that the information provided on this form is true and complete to the best of my knowledge and belief. I further understand that I may not receive reimbursement if funding has been exhausted.

ALL REIMBURSEMENT FORMS MUST BE POSTMRKED OR SUBMITTED BY JUNE 1, 2024.

IF YOU ARE ATTENDING A TRAINING IN THE MONTH OF JUNE, YOU MUST REQUEST AN EXTENSION OF THE DEADLINE FROM THE OPERATOR CERTIFICATION PROGRAM.

Please mail this form and all the required documentation to:

Alaska Department of Environmental Conservation
P.O. Box 111800
Juneau, AK 99811-1800

Or scan this form and all the required documentation and email to:

dec.opcert@alaska.gov

**Questions?**

Phone: (907) 465-1139
Email: dec.opcert@alaska.gov

