HOTEL REIMBURSEMENT FORM

EFFECTIVE - JULY 1, 2019

Eligibility for PHCC GSA Student Hotel Reimbursement are as follows:

1. Must reside outside a 60+ mile radius from the PHCC GSA Training facility for up to $50/per night reimbursement Monday through Friday class dates only.
2. Students residing 100+ mile radius are eligible for Sunday check in, with weekend stay for up to $50/per night reimbursement checking in Sunday before first day of class and checking out Friday last day of class only.
3. Reimbursement form MUST be accompanied with hotel receipt.
4. Forms must be submitted within 30 days of last class date. If past 30 days, no reimbursement will be issued.
5. Employers are eligible for reimbursement if paying for reservation. Must follow step 3 for reimbursement.

To inquire if you qualify for hotel reimbursement, contact the training facility at 916.640.0910 or via email at info@phccgsa.org.

STEP 1: STUDENT INFORMATION

STUDENT NAME: _____
Last *MI* *First*

ADDRESS: _____
Street *City/State/Zip*

PHONE: _____ EMAIL: _____

CLASS TRACK: _____ CLASS DATES: _____

SIGNATURE: _____ DATE: _____

STEP 2: EMPLOYER INFORMATION

COMPANY: _____

ADDRESS: _____
Street *City/State/Zip*

CONTACT: _____ PHONE: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

STEP 3: HOTEL INFORMATION

HOTEL: _____

ADDRESS: _____
Street *City/State/Zip*

CHECK IN: _____ CHECK OUT: _____

OFFICIAL PHCC USE

Date Received: _____ *Approved By:* _____

Class/Track: _____ *Receipts Received:* _____

Reimburse Amount: _____ *Mailed:* _____

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916-640-0910 P | 916-640-0905 F | www.phccgsa.org