



## STUDENT HOTEL REIMBURSEMENT INFORMATION

Eligible Plumbing students can be reimbursed up to \$50/per student, per night up to but not to exceeding room cost.

Student Hotel Reimbursement requirements are as follows:

1. PHCC members and their employees enrolled in the PHCC GSA Training program are eligible for reimbursement.
2. Reside outside a 60+ mile radius from the GSA Training Facility for reimbursement Monday through Friday class dates.
3. Students residing 100+ mile radius are eligible for Sunday check in, with weekend stay reimbursement checking in Sunday before first day of class and checking out Friday the last day of class.
4. All student's names must be listed on reservation/receipt for reimbursement.
5. Students of non PHCC member do not qualify for hotel reimbursement.
6. Reimbursement form **MUST** be accompanied with hotel receipt(s).
7. Form must be submitted within 30 days of last class date. If past 30 days, no reimbursement will be issued.
8. Form will only be accepted after reservation date(s).

To inquire if you qualify for hotel reimbursement, please contact the training facility at 916.640.0910 or email us at [info@phccgsa.org](mailto:info@phccgsa.org).

## FAQ'S & Examples

### Examples

- 3 Students staying in a \$100/night room, all names must be listed on reservation/receipt and \$100 will be divided amongst the 3 students = \$33.33/night reimbursed to each student for eligible nights.
- 4 Students staying in a \$250/night room, all names must be listed and the max \$50/night will be reimbursed to all 4 students for eligible nights.
- If my night rate is \$40, will I get \$50 reimbursed? Answer: No, you would be reimbursed \$40. One cannot profit from reimbursement.

### FAQ's

- Can employers be reimbursed if paying for student's hotel?; Answer: Yes, by submitting form with hotel receipts and checking the "employer" box for reimbursement with 30 days of class.
- Does my employer have to be a PHCC member for me to qualify for hotel reimbursement? Answer: Yes
- Can the reservation be one person's name for more than one student staying for reimbursement? Answer: No. All student's names requesting reimbursement must be listed on reservation and/or receipt to receive reimbursement from PHCC.
- If 2 or more students split a hotel room, will all students receive their own reimbursement? Answer: Yes
- Do I have to share a hotel room? Answer: No
- What if my room-mate is eligible for Sunday check in and weekend stay, but I am not? Answer: Only eligible students for those additional days will receive reimbursement for those days. Each student is treated separately according to home address distance to training facility.
- Can I send all my reimbursements at the end of my apprenticeship/school year? Answer: No, there is a 30-day deadline to submit for reimbursement from your last class day.
- Can I submit my reimbursement forms and receipts prior to stay? Answer: No. Reimbursement will only be accepted after the student's stay on check out day. Student/Employers can submit on last day of class.



## STUDENT HOTEL REIMBURSEMENT FORM

Plumbing students are eligible for reimbursement up to \$50/per student, per night up to but not to exceeding room cost.

- ✓ All student's names must be listed on reservation/receipt
- ✓ Form **MUST** be accompanied with hotel receipt(s)
- ✓ Must submit within 30 days of last class day, after hotel check out

Submit completed form with Hotel receipts to PHCC via email to [info@phccgsa.org](mailto:info@phccgsa.org) or fax to 916-640-0905 on last day of class or within 30 days of last day in class.

STUDENT NAME:	EMAIL:
PHYSICAL ADDRESS:	CITY/ZIP:
STUDENT NAME:	EMAIL:
PHYSICAL ADDRESS:	CITY/ZIP:
STUDENT NAME:	EMAIL:
PHYSICAL ADDRESS:	CITY/ZIP:
STUDENT NAME:	EMAIL:
PHYSICAL ADDRESS:	CITY/ZIP:
CLASS TRACK:	CLASS DATES:
EMPLOYER:	CONTACT:
ADDRESS:	PHONE:

HOTEL NAME:		
ADDRESS:		
WEEK #1 - CHECK IN:	CHECK OUT:	TOTAL COST:
WEEK #2 - CHECK IN:	CHECK OUT:	TOTAL COST:

**REQUESTOR INFORMATION**

NAME:	TITLE:
EMAIL:	PHONE #:
MAIL TO:	<input type="checkbox"/> Employer <input type="checkbox"/> Student(s)

**PHCC USE ONLY**

RECEIVED:	<input type="checkbox"/> HOTEL RECEIPTS RECEIVED
APPROVED:	APPROVED BY:
REIMBURSED AMOUNT:	PHCC APPROVAL SIGNATURE: