



2017-2018 WRLA Member Education Travel Rebate Form

- ❖ One (1) travel rebate submission per participant per WRLA membership year (March 31, 2017 – April 1, 2018)
- ❖ **50% of allowable expenses – up to a maximum of \$500**
- ❖ Participant's home must be located 100 km (one-way) or more from the nearest WRLA course location
- ❖ Accommodation and/or Travel:
 - Participant must remit (attach) **ORIGINAL CASH REGISTER & TRANSACTION RECEIPTS** with items clearly identified. (*WRLA needs to be able to view taxes charged.*)
 - Accommodation receipts include hotel bills and meal receipts
 - Travel receipts include air fare bill, gas receipts or mileage at \$0.51 per km (odometer readings required)
 - **NO rebate allowed for alcohol, hotel phone, movies, gratuities, nor TAXES**

Course Date(s) _____

Participant's Full Name _____

Company Name _____

Company Address _____

City _____ Postal Code _____

Main Contact Email _____

Authorization Signature _____

Important Notes:

- Deadline – Submit this rebate form and original receipts **NO later than 30 days from course completion date.**
- Account must be paid in full in order to receive this rebate.
- The WRLA office will decide the rebate amount as per direction of the WRLA Board of Directors.
- No changes will be made to claims once a reimbursement cheque has been issued.
- This rebate program may be amended or cancelled at any time at the discretion and direction of the WRLA Board of Directors.
- **MAIL TO: WRLA Inc. 213 Notre Dame Avenue, Suite 1004, Winnipeg MB R3B 1N3**