Safety Training Reimbursement Request

As a KDOT Contractor or Sub-Contractor, your company qualifies for funds to reimburse expenses incurred for safety training in Kansas after July 1, 2019. Return this form and a KDOT sign in sheet or certificate/card of completion for each class by June 30, 2020 for Expense Reimbursement for In-House or 3rd party training.

<table>
<thead>
<tr>
<th>Class: ____________________________</th>
<th>Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Name: ___________________</td>
<td></td>
</tr>
<tr>
<td>Instructor Company Name: ____________</td>
<td></td>
</tr>
<tr>
<td>Start and End Time: ________________</td>
<td></td>
</tr>
<tr>
<td>Address where training took place:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(KCA Office Use Only)

- Roster
- Credentials/Agenda
- Expense Receipts
- Class Info in Excel
- Invoice KDOT

# Class Participants: ____________
Facility: $ ________________________
Food: $ __________________________
3rd Party Instructor Fee: $ __________
Curriculum: $ _____________________
3rd Party Instructor Travel: $ __________
3rd Party Instructor Lodging: $ __________
Total reimbursement: $ ____________

- Official CIT Sign-In Sheet is attached and includes employee name printed/typed plus signature OR Copies of Certificates of Completion/Cards are attached with a list of each employee.
- Instructors’ credentials and class agenda.

Please fill out a separate expense reimbursement form for each class.

Call KCA with questions, 785-266-4152
Fax: 785-266-6191; kcacit@webuildkansas.com
800 SW Jackson Street, Suite 100, Topeka, KS 66612

Notes:

Please include the credentials of any instructor you use for training whether they are hired outside your organization or an employee of your organization. Agendas are also required for each class.

In order to complete this reimbursement request, complete this form and fax, mail or email with copies of receipts, please provide KCA with your class sign-in sheet (required KDOT roster- each name printed legibly plus a signature.)

Employee wage, lodging and travel are not reimbursed. This includes an employee(s) of your organization who may serve as the instructor.

Reimbursement is for skills and safety training offered to craft workers who work on KDOT road and bridge projects. Training must be completed in Kansas.

CIT Sign-In Sheets(s) and/or Copies of Certificates/ Cards of Completion, credentials and class agendas are REQUIRED for reimbursement.