



Viessmann will cover a portion of the airfare and vehicle rental costs or other pre-approved costs for students attending training at Viessmann Academy facilities or other approved locations. Amounts reimbursed will be based on the current student reimbursement policy. You can find policies for multi-day and open seminars here: <https://www.viessmann.ca/en/company/academy/seminars.html>.

All submissions for reimbursement must be accompanied by receipts showing all taxes and fees. Airfare receipts must show the participant's name(s). Claims must be submitted within 30 days of the seminar date to be accepted.

Save and email the completed form and receipts to the Academy location where you attended training.

COMPANY AND PARTICIPANT INFO

Company

Province

Address

Postal code

City

Phone

Email

Reimbursement will be issued to the company name above and will be sent to above address.

Seminar date

Number of students in this claim

Seminar location

Form completed by (please print)

VISSMANN USE ONLY

Reimbursement Amounts

Invoice (Including HST/GST) %

Total (Including HST/GST)

Airfare

Ground transportation

Fuel

Meals & entertainment

Total

Cost Center

Waterloo 9900803

Langley 9900804