



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.

Type of seminar	Contractor training	Engineer training	
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	*30% Contractor training 50% Engineers training		
Ground transportation			
Fuel			
Meals & entertainment			
			Total

### Cost Center

Waterloo 9900803  
 DisTech QC 5990000119  
 Engineering 5990000049

### Cost Center

Langley 9900804  
 AltaTech 5990000051

Send form to BCacademy@viessmann.ca

Send form to academy@viessmann.ca