

November 2015

This policy applies for students attending Multi-day Seminars in Waterloo, ON or Langley, BC, organized by a Viessmann Sales Rep Agency.

General:

- Multi-day Seminars are typically organized by the Viessmann Sales Rep Agency responsible for the territory.
- Multi-day Seminars are typically two days, from 8:30 – 4:30 on Day 1, and 8:30 – 2:30 on Day 2.
- Students must be pre-approved by Sales Rep Agency prior to attending a Multi-day Seminar.

Viessmann shall provide the following for eligible students:

- For Contractors and Wholesalers, reimburse the student for 33% of the air fare costs.
- For Engineers and Architects registered for Commercial Hydronics Technology classes, reimburse the student for 50% of the air fare costs.
- Book and pay for hotel rooms at a local hotel of Viessmann's choosing, excluding sundry costs, up to a maximum of one night's stay for each day of seminar.
- Provide breakfast for students staying overnight in a hotel for each day of the seminar.
- Provide lunch and refreshments for each day of the seminar.
- Reimburse a student who pays for a rental vehicle required to transport a group of students to and from the Airport, Hotel and Viessmann Academy.*

The student shall provide the following:

- Make arrangements, book and pay for all air transportation required.
- Be responsible for all their meals, except those specified above as supplied by Viessmann. All alcoholic beverages are the responsibility of the student.
- Make arrangements as required to book and pay for a vehicle to transport a group of students to and from the Airport, Hotel and Viessmann Academy.*
- Submit a completed "Viessmann Academy Reimbursement Form", along with a legible copy of the airline ticket showing students name, and all charges and taxes, and/or rental vehicle receipts with all costs shown. To be eligible for reimbursement forms must be submitted within 30 days of the seminar date.

*** Viessmann has the right to limit the type of vehicle rented, as well as the reimbursement for multiple vehicles for a group based on the number of students in the group.**