



Training Reimbursement Application

Complete the information below and submit your application & attachments to TRP@flextrades.com

Employee Information

First Name _____ Last Name _____

Address _____

Phone Number _____ Email Address _____

Training Information

Program Name _____

Location (city & state) _____

Date Completed _____

Cost _____ Program Website _____

Attachments Required for Reimbursement

Please include the following attachments with your application submittal:

- Course Outline
- Certificate(s) earned, if applicable
- Receipt/invoice of tuition paid

Signature

Date

Applications must be submitted within 30 days of training completion in order to be eligible for reimbursement. Program details, along with proof of completion and payment of tuition cost must be provided. Training reimbursement will be disbursed at \$250 per week over the first eight weeks of a FlexTrades project after training is completed and application is approved. Any missing information or attachments may result in delay or denial of your reimbursement request.