

Guidelines for Safety Training/Seminar Reimbursement

All of the following criteria must be met for reimbursement of costs for safety training.

- Reimbursement program is available to CompTrustAGC...Tennessee members only.
- Reimbursement is limited to \$50 per person per training contact day, not to exceed the cost of the class. Training will be approved for a maximum of four (4) times, per employee, per policy year.
- Training must be sponsored by or affiliated with the Associated General Contractors.
- Training must be specific safety training.

- Reimbursement is for actual attendance only. Cancellations where the contractor is charged for the training, but personnel did not attend, are not reimbursable.

- First aid and CPR courses performed by trainers outside of AGC are included in the reimbursement program if that course is not offered by the local AGC office in your area. Other events included in the reimbursement program where the agenda is devoted strictly to safety are the Tennessee Safety & Health Congress, ASSE sponsored conferences and other similar events. If the eligibility of a training program is not addressed in these guidelines, it is suggested that prior approval be requested.

- The contractor must first pay for the training. Paid invoices are then submitted for reimbursement, showing the following information:
 - Person or company providing training.
 - Date of training.
 - Name of course.
 - Names of attendees.
 - Cost of course.

- Copies of paid invoices should be submitted in a timely fashion to:
 - AGC of Tennessee
 - Kim Enoch, Director of Safety and Loss Control
 - 3306 Ragsdale Avenue
 - Knoxville, TN 37909
 - Phone: 865-525-2166

- Any invoice submitted 45 days or more after the training date or invoice date will not be considered.

REMEMBER:Submissions must include:

- **Invoice**
- **Copy of check/Proof of payment**
- **Training sign-in sheets/Proof of attendance**