

WHIMSPIRE
Record of Training and Invoice

Instructions: This form is to be used by family care providers, staff, and board members to report hours of training received and request reimbursement for training costs. The completed form is to be given to your treatment coordinator, supervisor, or the executive director.

1. Person who completed training: _____

2. Please mark one of the following: Salaried staff_____, Volunteer_____, Board_____,
Primary care provider_____, Support care provider_____

3. What was the specific training completed: (title, presenter, copy of outline, etc.)

4. Total hours of this training: _____ 5. Dates of training: _____

6. Please request trainer signature to verify the above notes details and attendance or attach signed training certificate.

Trainer Signature: _____

7. Are you requesting reimbursement from your training funds (original receipt must be attached):

Yes _____ No _____ If yes, amount of reimbursement requested: \$ _____

Signature: _____ Date: _____
Person who completed training

Approved: _____ Date: _____

Title: _____

Instructions for routing.

For Staff: All forms for staff are to be forwarded first to their supervisor for approval, and then to the business manager. The training will be recorded in the personnel file and training costs will be reimbursed if requested (original receipt must be attached) and if funds are available in the staff person's training fund.

For FCP: The FCP shall route the completed form to the treatment coordinator for approval. The treatment coordinator shall then route the form to the Whimspire administrative office where training hours will be recorded on the FCP training log and the form will be filed along with attachments in the FCP file. If reimbursement for training costs is requested the original receipt must be attached.

For Board: Forward form with attachments to the executive director. Include original receipts if reimbursement from your training account is requested. The executive director will forward approved forms to the business manager.