



ALASKA SEARCH and RESCUE ASSOCIATION

ASARA • PO Box 233276 Anchorage, Alaska 99523 • alaskasar@gmail.com

On the Internet: www.alaskasar.org

FUNDS REIMBURSEMENT POLICY

Purpose: The purpose of this policy is to outline the procedures and provide guidance for ASARA organizations and representative members seeking financial reimbursement from ASARA for approved training courses or workshops.

Reimbursement Process:

1) *For Classes Needing Pre-payment*

The sponsor of the class should provide the following information to the ASARA Treasurer:

- 1) Copy of approved Request for Funding online form and Presidents notification of Director's approval.
- 2) Contractual information from the vendor providing the course or workshop.
- 3) Completed Training Reimbursement form.
- 4) Mail this packet to: ASARA, PO Box 233276, Anchorage, AK 99523-3276
Attn: Treasurer or contact us by email At alaskasar@gmail.com.
- 5) A check will be mailed directly to the vendor as soon as possible.
- 6) For courses requiring purchases from NASAR contact the ASARA Treasurer **prior to ordering any material**

2) *For Classes that have been Completed*

- 1) Complete Reimbursement Request Form.
- 2) Attach all original receipts
- 3) Completed Class Roster
- 4) Completed Class Critique
- 5) Mail this packet to: ASARA, PO Box 233276, Anchorage, AK 99523-3276
Attn: Treasurer or contact us by email at alaskasar@gmail.com.
- 6) A check will be mailed directly to the affiliated group or member as soon as possible.

The following are items generally funded by ASARA:

- a) Professional instructors fees
(Note: ASARA trained instructors are not financially compensated)
- b) Instructors food, transportation and lodging
- c) Facility rental
- d) Equipment and supplies for each participant in an approved class (e.g., books)
- e) Certification/license fees (e.g., SAR Tech 2 Certification)

The following items are usually not funded by ASARA, however the Executive Board will review such requests on a case by case basis:

- a) Food, lodging and airfare for class participants
- d) Personal SAR gear and clothing
- e) Individual requests for outside training

Please Note: All forms and policies are available on the “Documents” page at the ASARA website alaskasar.org.

