



Viessmann will cover a portion of the airfare and vehicle rental costs or other pre-approved costs for students attending training at Viessmann Academy facilities or other approved locations. Amounts reimbursed will be based on the current student reimbursement policy. You can find policies for Rep sponsored and open seminars here: <https://www.viessmann.ca/en/company/academy/seminars.html>.

All submissions for reimbursement must be accompanied by receipts showing all taxes and fees. Airfare receipts must show the participant's name(s).

Claims must be submitted within 60 days of the seminar date to be accepted.

COMPANY AND PARTICIPANT INFO

Company Province
 Address Postal code
 City Phone
 Email

Reimbursement will be issued to the company name above and will be sent to above address.

Type of seminar Contractor training Engineer training
 Seminar date Number of students in this claim
 Seminar location
 Form completed by (please print)

Expenses Amounts		Reimbursement Amounts
Invoice (Including HST/GST)	%	Total (Including HST/GST)
Airfare	*30% Contractor training 50% Engineers training	
Ground transportation		
Fuel		
		Total

Send form to accountspayable@viessmann.ca

Cost Center

AltaTech 5990000051
 DisTech QC 5990000119
 Engineering 5990000049

Academy Cost Center

Waterloo & Langley 9900803

VISSMANN USE ONLY

2023-05-16