

# Don't delay, submit your 2022 training reimbursement request in Origami today

By Maria Orozco

The 2022 training reimbursement deadline is quickly approaching. All 2022 training reimbursement requests must be submitted in Origami by **5 p.m. on Friday, December 9, 2022.**

Learn more about the [qualifying programs](#).

Some key things to remember:

- WCIA strongly recommends that members submit for reimbursement upon program completion or receipt of the invoice.
- Only designated Origami user(s) have access to Origami and can submit training reimbursement requests on behalf of the entity.
- The Origami user must indicate the amount the organization would like reimbursed for the program. The amount requested must be within the organization's remaining balance and supported by a copy of the invoice or receipt.
- A copy of the invoice or receipt is required along with a copy of the certificate of participation if one is provided. If you have more than one document, please combine all documents into **one** PDF file before uploading to Origami.
- Programs scheduled for mid to late December can be submitted now if you have received a copy of the invoice. If you don't expect to receive the invoice before December 9, 2022, notify Member Services in advance.
- Go to the WCIA website, [www.wciapool.org](http://www.wciapool.org), click **Origami Member Portal**, click **Proceed to Site** to be redirected to the Origami site, and enter your Origami login.

If you have any questions, contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org).