



Training Reimbursement Program Overview

WCIA supports members' staff development by allocating funds for recognized educational programs through our **Training Reimbursement Program**. Eligible reimbursement programs are selected due to their emphasis on risk management, liability exposure mitigation, and/or leadership development.

Below are the program guidelines:

- Reimbursement is provided upon program completion and submission of training reimbursement request.
- Reimbursement is limited to the cost of registration unless otherwise indicated.
- Requestor must provide confirmation of attendance by including documentation such as a copy of the invoice or receipt and certificate of attendance.
- Once reimbursement is submitted, the review process may take up to 5 business days.
- Funding is provided in the form of entity reimbursement and will be mailed to the entity's appointed WCIA Delegate.
- The annual deadline for reimbursement submittals for any given year is the **second Friday of December**. Reimbursements received after the deadline will be subject to denial.