

Southwestern Regional Emergency Medical Services Council



Vital Signs Conference Reimbursement Instructions

1. Reimbursement must be funding of last choice.
2. Only conference registration fee and hotel fee is reimbursable. Hotel fee will be reimbursed in accordance with the U.S. General Services Administration Per Diem hotel rates found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
3. Maximum amount per individual is \$400 and will be dependent on the number of people who apply for reimbursement from each county.
4. Original receipts must be submitted with reimbursement voucher.
5. Receipts must be made out to the **individual** seeking reimbursement, **not** an agency.
6. A PPA and current year skills sheet must be on file with STEMS.
7. Agencies will not receive reimbursement of any kind.
8. Forms must be submitted to SWREMS c/o STHCS by November 30. STHCS will compile and submit to each county council for verification. The county council must return reimbursement forms to SWREMS for final approval by December 23.
9. Reimbursement checks will be sent following final approval at the February SWREMS meeting.



**Southwestern Regional
Emergency Medical Services Council**

Council Voucher for Vital Signs Conference Reimbursement

The Southwestern Regional Emergency Medical Services Council is dedicating a fund for each county to help send EMS providers to this year's Vital Signs Conference. Individual EMS providers will be reimbursed up to \$400 to attend the NYS Vital Signs Conference.

However, the amount of reimbursement could be less than \$400 depending on the number of EMS providers who want to attend the conference from your county. The maximum reimbursement for any single EMS provider is \$400 regardless of how many providers from your county attend.

You can only receive this funding following any other funding you may be eligible to receive. Only conference registration fee and hotel fee is reimbursable. Pre-conferences, instructor courses and core content refreshers are not eligible for reimbursement. Original receipts must be attached (make copies for your records), receipts must be made out to and paid by an individual and not an agency, and a PPA and current skill sheet must be on file with STEMS.

This Southwestern Regional EMS Council voucher for vital signs conference must be completed with all original receipts for each Vital Signs attendee and submitted to SWREMS c/o STHCS no later than November 30. STHCS will compile all reimbursement requests and submit to each county council for verification. Reimbursement forms are due back to SWREMS c/o STHCS from each county council by December 23. Final approval by SWREMS will be granted at the February SWREMS meeting with reimbursement checks being sent after approval.

Costs

Registration

Hotel

Total

Submit to:

SWREMS c/o STHCS

150 North Union Street

Olean, NY 14760

stems@sthcs.org

I attest that the above reflects actual expenses incurred by me in attending the Vital Signs Conference, and that I expect no other funding to cover the above expenses. I understand that my hotel expenses will only be reimbursed up to the US GSA per diem rate. I also attest that I meet the requirements for reimbursement set forth above.

Print Name

Signature

Address

County

Allegany

Cattaraugus

Chautauqua

Phone Number

E-mail

Agency

EMT # and Expiration

Council Use

County Council Chair
Signature

SWREMS Chair
Approval

Application Received

Amount Paid

Check #

Check Mailed