



## PSA TRAINING BUCKS

The purchases you make through PSA earn credits to be used by you and your company for education opportunities at PSA TEC – the industry’s leading training event. These credits are referred to as Training Bucks and equal approximately 0.075% of your total purchases.

### QUALIFYING EXPENSES

The following are expenses you may submit for reimbursement:

**TRAVEL**—PSA will reimburse you for travel expenses incurred in getting you and your staff to or from PSA TEC. This includes airfare (coach/economy class only), car rental, airport transfers, or taxi. (Food and beverage are not included.)

**HOTEL**—PSA will reimburse you for lodging expenses while at PSA TEC. This includes cost of hotel room, taxes on the room, resort fee (if applicable), and Internet access costs billed to your room.

**PSA TEC REGISTRATION AND APPLICABLE COURSE FEES**—PSA will reimburse the PSA TEC registration fee and any course fees for you and all your staff.

**PSA EDUCATION**—Certain PSA education program fees, including programs such as SecurityCEU available thru PSAeducation.com are eligible to be reimbursed using Training Bucks **Education classes outside of PSA TEC \*\*Require Prior Authorization from the PSA Education team\*\***

**PSA CONVENTION**—If you are the representative of a PSA Owner Company at Convention, Training Bucks can be used to pay for your registration.

**PSA PEG**—If you are a member of a PSA PEG (Peer Exchange Group), your Training Bucks can be used to pay for your participation.

No food or beverages are reimbursable using PSA Training bucks’

All expenses must be supported by receipts showing the expense has been paid.

### HOW TO SUBMIT EXPENSES FOR REIMBURSEMENT

We've made reimbursement as easy as possible. Simply complete the Training Bucks Reimbursement Form and submit to PSA as instructed.

Reimbursement requests must be submitted within 60 days following a qualified event, such as PSA TEC, PSA Convention, or education pre-approved by the PSA Education team.

### Mail the completed form with authorized signature and all receipts to:

PSA Security Network  
Training Bucks Reimbursement  
10170 Church Ranch Way, Suite 150  
Westminster, CO 80021

Or email to: [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com)

If you have questions, please contact Amy Gallegos at 303-459-7557 or at [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com).

PSA will mail your reimbursement check. Please allow 4 weeks for processing including mail time to and from PSA.

Please note: the reimbursement check will be made out to your company, not to an individual. PSA Training Bucks Reimbursement Forms submitted without proper authorization and/or receipts (a credit card statement is sufficient) will be returned unprocessed.

**Training Bucks must be used before the end of the next fiscal year after the credits are earned, i.e. funds earned during FY18 must be used before the end of FY19. PSA’s fiscal year is July 1 to June 30.**



## TRAINING BUCKS REIMBURSEMENT FORM

Date Submitted: \_\_\_\_\_

Event or Training: PSA TEC  PEG  EDUCATION  OTHER

Course(s): \_\_\_\_\_ Event Dates: \_\_\_\_\_

Location: \_\_\_\_\_ PSA Member Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participating Employee(s): \_\_\_\_\_

(\*Combine all employee(s) expenses) \_\_\_\_\_

| Expense Type                      | Description/Notes | Amount Submitted |
|-----------------------------------|-------------------|------------------|
| Airfare                           |                   | \$               |
| Ground Travel                     |                   | \$               |
| Hotel and Taxes                   |                   | \$               |
| Internet                          |                   | \$               |
| Training Cost                     |                   | \$               |
| Registration                      |                   | \$               |
| <b>Total Amount</b>               |                   | \$               |
| <b>*Training Bucks Available*</b> |                   | \$               |
| <b>*To be reimbursed*</b>         |                   | \$               |

\_\_\_\_\_  
*Authorized PSA Owner Signature*

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send receipts and completed, signed form to:  
**PSA Security Network**  
**Training Bucks Reimbursement**  
**10170 Church Ranch Way #150**  
**Westminster, CO 80021**  
 Or email to: [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com)

If you have questions, please contact Amy Gallegos at 303-459-7557 or at [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com).

*\* Completed forms must be received no later than 60 days following a qualified event. PSA will reimburse up to the amount of training bucks in your account at the time of submittal. Reimbursement request forms without receipts and proper authorization will be returned unprocessed.*

\_\_\_\_\_ recorded on Excel spreadsheet