



# ALASKA SEARCH and RESCUE ASSOCIATION

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On the Internet: [www.alaskasar.org](http://www.alaskasar.org)

## FUNDS REIMBURSEMENT POLICY

**Purpose:** The purpose of this policy is to outline the procedures and provide guidance for ASARA organizations and representative members seeking financial reimbursement from ASARA for approved training courses or workshops.

### Reimbursement Process:

#### 1) *For Classes Needing Pre-payment*

The sponsor of the class should provide the following information to the ASARA Treasurer:

- 1) Copy of approved Request for Funding online form and Presidents notification of Director's approval.
- 2) Contractual information from the vendor providing the course or workshop.
- 3) Completed Training Reimbursement form.
- 4) Mail this packet to: ASARA, PO Box 233276, Anchorage, AK 99523-3276  
Attn: Treasurer or contact us by email At [alaskasar@gmail.com](mailto:alaskasar@gmail.com).
- 5) A check will be mailed directly to the vendor as soon as possible.
- 6) For courses requiring purchases from NASAR contact the ASARA Treasurer **prior to ordering any material**

#### 2) *For Classes that have been Completed*

- 1) Complete Reimbursement Request Form.
- 2) Attach all original receipts
- 3) Completed Class Roster
- 4) Completed Class Critique
- 5) Mail this packet to: ASARA, PO Box 233276, Anchorage, AK 99523-3276  
Attn: Treasurer or contact us by email at [alaskasar@gmail.com](mailto:alaskasar@gmail.com).
- 6) A check will be mailed directly to the affiliated group or member as soon as possible.

### The following are items generally funded by ASARA:

- a) Professional instructors fees  
(Note: ASARA trained instructors are not financially compensated)
- b) Instructors food, transportation and lodging
- c) Facility rental
- d) Equipment and supplies for each participant in an approved class (e.g., books)
- e) Certification/license fees (e.g., SAR Tech 2 Certification)

**The following items are usually not funded by ASARA, however the Executive Board will review such requests on a case by case basis:**

- a) Food, lodging and airfare for class participants
- d) Personal SAR gear and clothing
- e) Individual requests for outside training

Please Note: All forms and policies are available on the “Documents” page at the ASARA website [alaskasar.org](http://alaskasar.org).

