



RELEASE TIME – REQUEST FOR REIMBURSEMENT

The Arizona Coalition for Healthcare Emergency Response-Central Region offers up to \$50 per hour, or \$400 per day, of release time for members’ staff to attend AzCHER-sponsored or AzCHER-affiliated trainings and exercises conducted between 7/1/18 and 6/30/19. To request reimbursement, complete and submit this form to ldix@azhha.org. The participant must have documented their attendance on the sign-in sheet.

Participant Name	
Title	
Member Organization	
Supervisor Approval (if attendance not documented on Sign-In Sheet)	
Training or Exercise Attended	
Date Attended	
# of Hours Participated (cannot include travel or meal time)	
@ Hourly Rate of	\$
Total Reimbursement	\$
Mail Check to: (include address and person to whom check should be sent)	ATTN: