

ECT REIMBURSEMENT REQUEST LETTER

MEMORANDUM

TO: Alameda County Electrical Contractors Trust

FROM: _____

DATE: _____

SUBJECT: **NAME OF SEMINAR AND DATE**

This is to certify that the following individual attended the above referenced workshop and that the registration fees have been paid:

Name(s) of attendee: _____

In accordance with the rules of the Trust, I am requesting reimbursement of the registration fees paid. Please mail the check to my attention using the information listed below.

Signature: _____

Title: _____

Company: _____

Address: _____

This is to verify that registration fees in the amount of \$100 have been paid for the participants listed above.

Total Received: _____ \$ _____

Certified by: _____

**Darlene R. Besst
Manager of Services
Northern California Chapter, NECA**