



Training Rebate Application Form

Company Name: _____ Application Date: _____

Contact Person: _____ Phone #: _____

Course or Seminar Title: _____

Is your organization receiving other funding for this event: YES NO

If YES please indicate source(s) and amount(s) of additional funds received:

Amount(s): _____

Source(s): _____

Is the course brochure or outline attached?: YES NO

Please provide a brief description of the training event, and its' benefit to your organization:

Please provide a listing of the employees participating in the training (attach list if needed):

Employee	Employee Position Title	Employee Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Both pages of this application must be filled out in their entirety, and must be **submitted** prior to receiving the applicable rebate. If you have any questions please contact the MPIA Executive Director at (204) 272-5022 or by e-mail at mpia@live.ca



Training Event Expense & Employee Wage Tracking

Eligible Training Expense Worksheet:

Receipts, copies of invoices and payment information must accompany all expenses claimed

	# of Employees	*	Amount	=	Total
Instructor Fees		*		=	
Course Fees		*		=	
Course Materials		*		=	
Other (describe):					
Total Estimated/Actual Expenses		*		=	

Employer Wage Contribution Worksheet: (Note: this information is gathered for tracking purposes only)

Total Employers Wage Contribution = (Total Training Hours) * (Total Employees Attending Training) * (Average Hourly Wage)

Total number of Training Hours: _____

Total Employees Attending Training: _____

Average Hourly Wage of Employee: _____

Total Employers Wage Contribution: _____

Signature of Person Authorizing Training

Date of Signature

Please Print Name of Authorizing Signature

This form can be submitted to the MPIA at:
1000 Waverley Street, Winnipeg MB, R3T 0P3
or sent by facsimile to (204) 272-2961.

Please Print Title of Authorizing Signature

A formal approval will be granted, in writing, from the MPIA of up to 50% of a members' eligible expenses. If you have any questions, or want to know more, please call the MPIA Executive Director at (204) 272-5022.