



## PSA TRAINING BUCKS

The purchases you make through PSA earn credits to be used by you and your company for education at PSA TEC, the industry's leading education and networking event, and other PSA educational offerings. These credits are referred to as Training Bucks and equal approximately 0.075% of your total purchases. You may use your Training Bucks for PSA events and training as listed below.

### QUALIFYING EXPENSES

The following expenses are eligible for **automatic deduction** through PSA:

**PSA EVENT REGISTRATION**- Registration and applicable course fees for PSA TEC, Convention (including guest registration fees) and other PSA events.

**ELITE/P3 PARTNER TRAINING**- Training credits or course fees when purchased through the PSA webstore, buyPSA.com.

The following expenses are eligible for **reimbursement**:

**TRAVEL**- PSA will reimburse you for travel expenses incurred in getting you and your staff to or from PSA events. 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 events. This includes cost of hotel room (standard room or PSA negotiated rates), taxes on the room, resort fee (if applicable) and Internet access costs billed to your room.

**PSA APPROVED EDUCATION**- Certain PSA education and partner program fees, including programs such as SecurityCEU available thru PSAeducation.com are eligible to be reimbursed using Training Bucks. **Education classes outside of PSA events \*\*require prior authorization from the PSA Education team\*\*.** Submit requests for pre-approval to [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com).

**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 as outlined above.

No food or beverages are reimbursable using PSA Training bucks.

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

### HOW TO SUBMIT EXPENSES FOR REIMBURSEMENT

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, or pre-approved education.

**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 Candice Aragon at 303-450-3467 or at [trainingbucks@psasecurity.com](mailto:trainingbucks@psasecurity.com).

PSA will mail your reimbursement check. Please allow four 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.**



## TRAINING BUCKS REIMBURSEMENT FORM

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

Event or Training: PSA TEC  PEG  PSA Convention  Education  Other

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

<i>Expense Type</i>	<i>Description/Notes</i>	<i>Amount Submitted</i>
Airfare		\$
Ground Travel		\$
Hotel and Taxes		\$
Internet		\$
Training Cost		\$
Other		\$
	<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 Candice Aragon at 303-450-3467 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