



TLP:WHITE

FIRST Trainers Travel Expense & Reimbursement Policy

FIRST Trainers may submit the following expenses in accordance with the FIRST Travel Policy for each training engagement:

- Roundtrip Economy (Coach) Airfare;
- Hotel for each training day plus 1 travel day (ie if training is 2 days – 3 days hotel are covered);
- Per diem per the FIRST Travel Policy for training day(s) and travel days;
- All expenses must be submitted to ap@first.org within 4 weeks of travel.

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