

ON-THE-JOB TRAINING (OJT) PROGRAM TRAINEE REIMBURSEMENT REQUEST

INSTRUCTIONS: Trainee attach supporting receipts/invoices and related documentation and submit completed form to Michigan Department of Transportation, Office of Business Development, P.O. Box 30050, Lansing, MI 48909 or E-mail to MDOT-OJT-Trainees@Michigan.gov. If you need assistance in completing this application, please contact us at (866) 323-1264.

MDOT reserves the right to cancel reimbursements at any time.

TRAINEE SECTION		
TRAINEE NAME	SIGMA VENDOR NO.	
LAST 4 OF SOCIAL SECURITY NO.	CONTRACTOR / EMPLOYER	TRAINING PROGRAM / JOB CLASSIFICATION

I understand that:

Trainee Initials

- Submission of this form does not guarantee reimbursement for item(s) purchased.
- My failure to provide and attach supporting receipts/invoices and related documentation can result in my reimbursement request being denied.
- My reimbursement, if any, is subject to offset by the State of Michigan if I have a liability obligation with the state. This may include, and is not limited to, 3rd party garnishments, levy or child support orders.
- MDOT reserves the right to cancel reimbursements at any time.

Trainee Initials

- Reimbursement limit may be enforced and is dependent on funding available each year.
- Reimbursements may be considered as taxable income.
- I am responsible for registering and ensuring my information is current on the SIGMA Vendor Self Service System at www.michigan.gov/VSSLLogin. My failure to do so may result in delayed or no payment.

Trainee Signature

Phone No.

Date

CONTRACTOR SECTION

Please check description of the item(s) purchased.

- Safety Work Boots
 Trade Tools
 Work Clothing/Apparel
 Trade Certification / License
 Trade Textbooks
 Other (please list): _____

SIGNATURE Supervisor / Contractor Representative

Date

PRINT NAME Supervisor / Contractor Representative

Phone No.

THIS SECTION FOR MDOT USE ONLY

Approved Amount:	<i>MDOT Reviewer Signature:</i>	<i>Date</i>
\$	<i>MDOT Approval Signature:</i>	<i>Date</i>

COMMENTS