



5240 South 6th Street Road
Springfield, Illinois 62703-5128

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www.ilpga.org

Illinois Propane Gas Association

Fire Training Reimbursement Rules

Thanks to funding provided by the Illinois Propane Education & Research Council, Illinois marketers can be reimbursed for the propane gallons used when participating in a fire burn training program with the Illinois Fire Service Institute. The reimbursement is for the company's wholesale cost of propane, plus sales tax, plus 45 cents per gallon used during the training to help cover labor costs.

(Surcharges, Hazmat fees, delivery charges, ILPERC or PERC fees will not be reimbursed)

To get the reimbursement, marketers need to send the following information to the IPGA.

- The IPGA Fire Training Reimbursement Request Form, signed by the Fire Chief of the “event” organizing fire department.
- An invoice made out to Illinois Propane Gas Association, (IPGA) showing the metered gallons used at the training, plus sales tax (on the propane only) and the \$0.45 per gallon labor charge as a separate line item.
*(IPGA is **NOT** Tax exempt – Please include sales tax only on the amount of propane used)*
- A copy of the wholesale suppliers’ invoice verifying the wholesale cost of the propane used, it **MUST** show the Illinois PERC as a separate line item.
(Illinois PERC, National PERC or other fees ARE NOT reimbursed.)
- A copy of the sign in sheets –showing the Name of the student & Represented Fire Dept.
- All required reimbursement paperwork must be received at the IPGA office no later than 90 (ninety) days after the date of the event.

Send the information to:

Illinois Propane Gas Association
5240 South 6th Street Road
Springfield, IL 62703-5128

If you have any questions, please feel free to contact me at
krichardson@ilpga.org or at 800-727-6207.

Cordially,

Kathy J Richardson
Administrative Assistant

Form 2012