



Toronto Drop-In Network

Backfill Reimbursement Form

Before completing this form, please be sure that you have read and agree with the following:

- ❖ **Backfill Relief Funds:** Backfill relief funds are available to support drop-in workers to attend training or TDIN training. There is a set budget for backfill support each year and funds will be disbursed based on available funds.
 - ❖ **Backfill Disbursement:** Backfill funds will be provided by cheque after the training.
 - ❖ Please send in this completed **Backfill Reimbursement Form** to the Toronto Drop-In Network (TDIN) after the training session.
 - ❖ **Back-up documentation:** In the event you are requesting backfill support for a training that TDIN did not pay for, please attach back-up documentation (e.g. invoice for the training, registration for the training if it was a free training).
 - ❖ By **authorizing the request for relief funds** for your staff and/or paid volunteer(s) listed in this form, you have read and agree with the above terms.
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- ❖ If you have any questions and/or comments, please contact TDIN Member Support Coordinator, at support@tdin.ca or 647-883-3843
 - ❖ Please EMAIL completed form to: support@tdin.ca

Drop-in Training Contact NAME: _____ **PHONE:** _____ **EMAIL:** _____
(person completing the form)

DROP-IN MAILING ADDRESS: _____
(include unit/suite and postal code and any special instructions, e.g. "Attention: Accounts Receivable")

Worker's Name	Event Name (e.g., THTC Training)	Event Date & Time (e.g., Wed., Dec 1, 2022, 9am - 4pm)	Backfill Amount Requested
Total Backfill Requested			\$