

## Local 16 Training Trust Fund Tuition Reimbursement Program

The Tuition Reimbursement Program can reimburse some expenses incurred for attending craft related trainings conducted outside of the Local 16 Training Trust Fund. Each eligible participant may be reimbursed up to the limit of \$1,250.00 per calendar year; subject to the policies described herein.

### Eligibility

Participants are eligible for reimbursement application when the Local 16 Referral System indicates the individual has earned \$50,000.00 in Local 16 bargained wages within the previous 12 months from the reimbursement application pre-approval.

### Pre-Approval Required

All reimbursements require a pre-approval from the Training Director.

Each pre-approval is not transferrable. Separate approvals must be obtained for any changes.

### Reimbursable Expenses

- Course costs and/or fees
- Up to \$250.00 of standard class airfare.
- Up to \$250.00 of commercial lodging expense. (I.E. Hotel, Airbnb, Hostel)
- Vehicle Rental costs (consistent with training dates)
- Mileage at the standard IRS rate for personal vehicle consistent with training dates and distances not to exceed the cost of standard class airfare and only up to \$250.00
- Taxi or similar car service
- Reasonable costs of meals and beverages, up to ....(Subject to policy herein)

### Meals

The reimbursement program will reimburse the cost of reasonable priced meals and beverages; up to a limit of \$100.00 a day.

Receipts should provide adequate detail which indicates the participant's portion only. **Credit card statements are not receipts.**

### Non-Reimbursable Items

The Training Director may exercise authority to disqualify item submissions deemed inappropriate. The following items are disallowed under this program.

- Entertainment Expenses
- Expenses for Family members or others
- Alcohol
- Subscriptions
- Books
- Software
- Tools
- Seat/Cabin upgrades
- Personal need items

## Reporting

All receipts and documentation must be submitted to the Training Director no later than 90 days following the conclusion of the training.

-Class Fees, Airfare, and Lodging receipts must clearly indicate the participant's name.

-Documentation must include a Letter of Attendance or Certificate of Completion.

-It is preferred to submit original receipts, though email submission will be sufficient when a clear image of submission is received.

## Reimbursement Posting

For the purpose of calculating annual limit(s) all reimbursements will post to records on the date said check is mailed to participant; not the date of training(s).

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