



Carpenters-Employers Apprenticeship & Training Trust Fund of Washington-Idaho

Office of Coordinator
Carpenters Specialties Training Center

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APPRENTICE TRAVEL REIMBURSEMENT REQUEST POLICY

The intent of this policy is to provide partial relief to the Carpenters-Employers Apprenticeship & Training Trust Fund of Washington-Idaho **“Trust Participants Only”** (this does not include a spouse, girlfriend, boyfriend, family member, friends, etc.), who request and whose local training programs have been consolidated or their training is specialized and not offered at their closest training center.

The declared free zone is 0 – 40 miles of travel to the training center. Any Trust participant (Driver Only) who travels 41 – 100 DOT miles will be reimbursed at a rate of \$25.00 roundtrip for each day they drive to class.

Trust participants who must travel 101 DOT miles or greater each way will be provided overnight lodging arranged by their training center coordinator. Whenever possible, double occupancy will be required. If the member chooses to drive each day and not stay in the hotel they will be paid at the \$25.00 per day reimbursement rate (Driver Only).

- a. Participants must utilize the nearest training center offering that class. (You cannot pass by one center to receive the same training at another and receive travel benefits)
- b. Classes must be successfully completed or passed to qualify for travel benefits.
- c. Anyone falsifying information to receive travel benefits will be billed to refund the money.
- d. Mileage distance paid will be determined by the DOT mileage book which uses a city to city chart (not the vehicle’s odometer).
- e. Mileage, per diem and reimbursement checks will be paid monthly and will be mailed through the Trust accounting department.
- f. To assure accommodations and confirm a place in the class, participants should register at least two days prior to the scheduled date. Failure to do so could result in the participant paying for the room, a full class and/or no hotel accommodations or a canceled/rescheduled class. Register early!
- g. Walk-ins, if staying in a hotel, must pay for the room and will be reimbursed at rates established by the training center after submitting receipts and reimbursement forms to the training center.
- h. Participants requesting a reservation and do not show up for class will be billed for any/all cost incurred.
- i. Forty hours of week-long training (M-F) qualifies for one round trip travel, four nights lodging plus four days per diem. An eight hour class qualifies for lodging plus \$20 per diem. Four hour classes (M-F) qualify for lodging plus \$10 per diem.