

LOCAL 16 TRAINING TRUST APPLICATION FOR REIMBURSEMENT



TODAY'S DATE	
YOUR NAME	
TYPE OF TRAINING	
TRAINING PROVIDER	
LOCATION OF TRAINING	
TRAINING DATE(S)	

PLEASE ITEMIZE YOUR EXPENSES

COST OF TRAINING	
Please include a copy of the reservation with cost and paid original receipt	
AIRFARE EXPENSES Max \$250.00	
Please include a copy of the reservation with cost and paid original receipt	
MEAL EXPENSES Max \$100.00 Per Day	
Please include a copy detailed receipt indicating your portion only- Credit Card Statements are unacceptable	
COMMERCIAL LODGING EXPENSE Max \$250.00	
Please include original receipts	
GROUND TRANSPORTATION:	
Include original receipts / record of mileage for personal car use	
(Subject to Annual limit of \$1250.00)	TOTAL

FOR OFFICE USE ONLY:	
Preapproved:	
Annual Limit Reached:	

Reimbursement Policy: The Local 16 Training Trust will reimburse individuals for the above expenses only when such reimbursement has been **pre-approved** by the Training Director and the **individual has met the eligibility criteria**. Such reimbursement will be paid after successful completion of the training, and after receiving proof of completion and **original receipts** for all reimbursable items. For information concerning eligibility and annual caps on reimbursements please consult the Training Director.

Reimbursement Applications must be received within 90 days of training completion.