

## **UA Local 516 JATF Policy**

### **Reimbursement for Training Expenses**

UA Local 516 members attending trade-related training programs may apply for a reimbursement of eligible expenses such as monies paid for tuition fees and required books. To ensure an equitable distribution of training funds this policy has been adopted by the JATF to set out the reimbursement procedure.

By following the pre-authorization process prior to registering for, or attending training, members and signatory contractors will know whether training costs qualify for reimbursement from the fund.

- Reimbursement pre-authorization is required for all courses
- Pre-authorization requests to be reviewed, approved, and processed by the administrator of the fund
- Formal requests must be in writing
- Reimbursement eligibility of non-working members to be determined by the JATF
- Limit of \$2,000 per year, per member.

### **Apprentices Successfully Completing Approved Technical Training (TT)**

- Apprentices successfully completing approved TT will be eligible for reimbursement for required books plus,
  - \$500 for Level 1 (L1) and Level 2 (L2) tuition
  - \$750 for Level 3 (L3) and Level 4 (L4) tuition

To claim a reimbursement for an eligible expense, written pre-authorization is required from the Training Department. Eligible expenses include tuition fees, required code books and text books. Expenses for travel, accommodations, wages, and examination fees are not eligible for reimbursement.

The process for claiming a reimbursement of eligible costs for training is shown below.

- Complete the appropriate Training Reimbursement Pre-Authorization Application (TRPA) which is available on the UA Local 516 website Training Page
- Submit the completed TRPA to the UA Local 516 Training Department
- Upon review of the TRPA, the applicant will be advised of pre-authorized expenses
- After successfully completing the course or training, submit copies of paid receipts and course certificates to the Training Department. Upon review, reimbursement will be made.

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