

UA LOCAL 13 JATC
GUIDELINES FOR REIMBURSEMENT OF
COURSE & RELATED INSTRUCTION MATERIALS:

COURSE APPLICATIONS MUST BE SUBMITTED BY MEMBER TWO WEEKS IN ADVANCE OF COURSE DATE, AND MUST BE APPROVED BY THE JOINT APPRENTICE TRAINING COMMITTEE PRIOR TO REIMBURSEMENT.

The J.A.T.C. will reimburse as per the following formula:

RELATED INSTRUCTION MATERIALS **UP TO -- \$250.00 -- 100%**

COURSE RELATED TUITION & BOOKS **UP TO -- \$500.00 -- 100%**

*****Books that are part of the JATC curriculum will NOT be reimbursed, regardless if it is Apprentice, MES, MES-T, or Journeymen*****

EXPENSES: **Maximum \$90/day for 5 days per diem** (Subject to change for each location)

REMAINING BALANCE **UP TO -- \$1,500.00 -- 50%**

**** The Maximum a member can receive per year is \$1,500.00 ****

1. RECEIPT OF CANCELED CHECK AND /OR PROOF OF COURSE AND BOOK PAYMENT IS REQUIRED.
2. PLEASE PROVIDE THE JATC WITH A COPY OF COMPLETION CERTIFICATE. ALL CERTIFICATES MUST BE TURNED IN WITHIN 90 DAYS FOLLOWING THE COMPLETION DATE OF COURSE.
3. NO MILEAGE OR TRAVEL EXPENSE REIMBURSED.
4. PLEASE PROVIDE THE JATC WITH ANY COURSE RELATED CORRESPONDENCE SUCH AS COURSE DESCRIPTIONS, FEES, LOCATIONS, DATES, ETC.

The Local 13 JATC reserves the right to refuse reimbursement. The JATC has allotted a certain amount of money per year for courses and seminars. When this money is used up and/or unemployment is high and the JATC is short of contributions, reimbursement guidelines may change.

If you have questions please call Alana at the Local 13 Training Office (585) 338-2360 x 108.

APPLICATION FOR REIMBURSEMENT

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMPLOYER: _____

RELATED INSTUCTION MATERIALS: _____

COURSE NAME: _____

COURSE LOCATION: _____

DATE (S) OF COURSE: _____

COST: \$ _____

REASON FOR TAKING THE COURSE: _____

YOU MUST PRESENT CERTIFICATE TO JATC WITHIN 90 DAYS OF COURSE IN ORDER TO RECEIVE REIMBURSEMENT

YES	NO	Has the Employer agreed to pay tuition and expenses upfront until reimbursement?
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Will the Employer pay the remaining tuition and expenses not paid by the J.A.T.C.?

DATE _____

Applicant signature

OFFICE USE ONLY

TO BE APPROVED AT THE MEETING OF THE J.A.T.C. ON _____

APPROVED _____ TABLED _____ NOT APPROVED _____

AMOUNT TO BE PAID FOR COURSE \$ _____

AMOUNT TO BE PAID FOR PER DIEM \$ _____