



Process for Applying for Financial Support Individual Training and Development Activities

The mandate of the Training Trust Fund is:

To support and encourage training and development activities that contributes to success in the workplace and career development.

This program provides financial assistance for individual training trust fund members to support training and development activities to a maximum of \$1,000.00 per person per fiscal year. These activities may include, but are not limited to, courses offered by universities and other learning institutions, workshops and conferences, e-learning, and self study. Support is provided “first-come, first-served” based on the individual merit of each application. Approval of the learning activity should be solicited prior to the event/activity. Assistance is only provided for activities that are **not** funded by NB Power.

1. Prior to participating in the individual training and development activity the member should complete and submit the **Application for Financial Support, Part A**
2. The Application for Financial Support will be reviewed by the Committee identified by the Training Trust Fund and either accepted or declined. Communication to the member will be by email
3. If the application is declined, the member can appeal the decision and it will be reviewed at the next meeting of the Training Trust Fund
4. If the application is accepted, after the training and development activity has been completed the member will submit the **Request for Reimbursement, Part B** along with all required receipts and documentation
5. Each application for financial support will be assessed to verify that the activity is within the mandate of the Training Trust Fund
6. Applicants may be asked to provide proof that funding for the activity has been declined by NB Power, including a copy of NBP 582
7. Each member is eligible for a maximum of \$1000.00 per fiscal year (March 31 to April 1). This can be a total of more than one training and development activity
8. Each application will be considered on a “first-come, first-served” basis until the approved budget for this activity for the fiscal year has been exhausted



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Training Trust Fund – Application for Financial Support, Part A

1) Member Information	
Name:	Employee Number:
Position:	Location:
Work Telephone Number:	Company:
Email address:	
2) Description of Learning Activity Provide a brief description of the learning activity or attach relevant information (include location, program name, type of program, dates offered)	
3) Explanation of Request Briefly explain how this learning activity will contribute to your success in the workplace and/or career development	
4) Summary of Estimated Expenses	
Fees/tuition:	Books/resources:
Travel expenses: Hotel:	Other (itemize):
Mileage:	
Meals:	
Total Estimated Expenses:	Signature:
5) Has funding for this activity been declined by NB Power? ___yes ___no Include proof of request to NB Power (copy of NBP 582)	
6) Training Trust Fund Use Only	TTF 2007 01
Application Received (date):	Application Reviewed (date):
Application Accepted:	Application Declined:
Send your completed form and required documentation to Annette Perry, TTF Coordinator, c/o IBEW Local 37 through interoffice mail, by fax to 1-800-723-1226, or by email at ibew37@nb.aibn.com.	



Training Trust Fund - Request for Reimbursement Part B

This form is to be completed to request reimbursement for expenses related to individual training and development activities. The **Application for Financial Support** must have been completed and approved.

Name:

Date:

Employee Number:

Location:

Training and Development Activity:

Date the Activity was Completed:

Summary of Expenses:

Description of Expense	Amount	Receipt (Yes/No)
Total Amount of Reimbursement Requested		

Note: IBEW Local 37 approved rates will be used for meals and travel expenses

Training Trust Fund Use Only		TTF 2007 01
Date Received:	Date Approved:	Date Cheque Issued: