

# I.B.E.W. LOCAL 37 TRAINING TRUST FUND

**NAME**

**WORK LOCATION**  
(Be Specific)

**COURSE ATTENDED**

**DATE SUBMITTED**

**EXPENSE DATE**

**BRIEF DISCRIPTION**

**TOTAL**

**Breakfast (\$10.00)**  
(no receipt required)

**Lunch (\$14.00)**  
(no receipt required)

**Supper (\$20.00)**  
(no receipt required)

**Accommodations**  
(Receipts Required)

\_\_\_\_\_ Km @ .35¢

**Travel Fares** (car rental, taxi ~ receipts required)

**Parking**  
(Receipts Required)

\* Other

\* Other

**TOTAL**

SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**\* The Training Trust will pay certain expenses to allow members to attend training courses and seminars. The fund covers the cost of the facility including accommodations, reference materials and instructor's fees. Additionally, some meals are provided. The allowable amounts that can be claimed are listed above. Only participants who bring their own vehicle to the training will be reimbursed for mileage. Mileage reported is the actual distance travelled to and from the training site. For rented vehicles, the cost is reimbursed in lieu of mileage (receipts must be submitted). Telephone calls are not reimbursed.**