



## Financial Support for Individual Training and Development Activities (Learning Reimbursement)

### Application Process

The Learning Reimbursement program provides financial assistance for eligible members of IBEW Local 37 to support training and development activities to a maximum of \$1,000.00 per person, per fiscal year. This can be a total of more than one training and development activity. 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 and funds available. Financial assistance for wages, including replacement wages, is not provided. **The application for assistance must be requested prior to the event/activity.** Assistance is only provided for activities that are not funded, or are only partially funded, by NB Power. Please outline any funding provided by the employer in section #6 of the application.

#### **Following is the process for application.**

1. Prior to participating in the individual training and development activity, the member **must** complete and submit the *Application for Financial Support, Part A*. If *Part A* is not submitted and approved prior to undergoing a learning activity, the application may not be approved.
2. The application will be reviewed by the Program Coordinator of the TTF to determine whether or not the activity is within the mandate of the Training Trust Fund. The member will be informed of the decision by email.

#### **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.*

3. If the application is accepted, the member will submit the *Request for Reimbursement, Part B* along with all required receipts and documentation, upon completion of the training and development activity.
4. If the application is not accepted, the member can appeal the decision. It will then be reviewed at the next meeting of Training Trust.



### Learning Reimbursement: Application for Financial Support, Part A

<b>1) Member Information</b> Name: _____ Employee Number: _____ Position: _____ Location: _____ Work Telephone Number: _____ Company: _____ Email address: _____	
<b>2) Description of Learning Activity</b> Provide a brief description of the learning activity or attach relevant information (include location, program name, type of program, dates offered)	
<b>3) Expected date of completion for Learning Activity</b>	
<b>4) Explanation of Request</b> Briefly explain how this learning activity will contribute to your success in the workplace and/or career development	
<b>5) Summary of Estimated Expenses -</b> Financial assistance for wages, including replacement wages, is not provided  Fees/tuition: _____ Books/resources: _____ Travel expenses: Hotel: _____ Other (itemize): _____ Mileage: _____ Meals: _____ Total Estimated Expenses: _____ Signature: _____	
<b>6) Provide details on why funding was not provided by NB Power for this training:</b>  The TTF only supports programs that are not funded by the employer or are only partially funded. Please detail the employer's contribution if they are partially funding this learning activity.	
<b>7) Training Trust Fund Use Only</b>	<b>TTF #</b>
Application Received (date): _____	Application Reviewed (date): _____
Application Accepted: _____	Application Declined: _____
<b>Send your completed form and required documentation to Local 37 Office through interoffice mail, by fax to 1-800-723-1226, or by email at <a href="mailto:ttf@ibew37.com">ttf@ibew37.com</a></b>	



**Learning Reimbursement - Request for Reimbursement, Part B**

This form is to be completed to request reimbursement for expenses related to individual training and development activities after the learning activity has taken place **and** have been successfully completed. The **Application for Financial Support Part A** must have been completed and approved. Applications that have not received prior approval may not be reimbursed.

**Name:**

**Date:**

**Employee Number:**

**Location:**

**Training and Development Activity:**

**Date the Activity was Completed:**

**Summary of Expenses:**

Description of Expense	Amount	Receipt (Yes/No)
<b>Total Amount of Reimbursement Requested</b>		
Send your completed form and required documentation to Local 37 Office through interoffice mail, by fax to 1-800-723-1226, or by email at <a href="mailto:tff@ibew37.com">tff@ibew37.com</a>		

**Note:** IBEW Local 37 approved rates will be used for meals and travel expenses – No receipts required, Indicate mileage. Financial assistance for wages, including replacement wages, is not provided.

<b>Training Trust Fund Use Only</b>		<b>TTF #</b>
Date Received:	Date Approved:	Date Cheque Issued: