



## IBEW Local 37 Training Trust Fund

**Policy Name:** Reimbursement of Travel Expenses

**Policy #:**

### **Overview:**

IBEW Local 37 members who incur travel expenses to attend Training Trust Fund activities will be reimbursed according to the following.

#### **1. MEALS**

Meals, if not provided at the venue, will be reimbursed as per the following conditions:

- Breakfast, if the member is more than 1 hour from home and is traveling over the breakfast period, will be reimbursed at the rate of \$15.
- Lunch will be reimbursed at the rate of \$20.
- Dinner will be reimbursed at the rate of \$25, only if the member is **more than one hour** from home **and is travelling over the dinner period, or** the member is **participating in a multi-day workshop, or** if the member is **staying additional nights** before or after a learning event, as outlined below in *Section 2. Accommodations*.

Receipts are not required for reimbursement of meal expenses.

#### **2. ACCOMMODATIONS**

Accommodations (standard room only) are reimbursed at cost. Receipts are required. Members **must** request the NB Power Corporate or IBEW 37 Conference rate (if applicable) when they make a hotel reservation. If no rooms are available, at the NB Power rate or IBEW 37 Conference rate, please contact the IBEW 37 office.

- Hotel expenses are reimbursed for members who live **more than one hour** from the Training Trust Fund event.
- Typically, for a one-day workshop, members that qualify for accommodations reimbursement will be reimbursed for one night. For a two-day workshop, members that qualify accommodations reimbursement will be reimbursed for two nights.

*Workshops will be finished by 4:00 to allow members to travel home on the day of the workshop.*

**\*Note:** If a member lives **more than three hours** from the learning event and

chooses to stay a second night for a 1-day workshop or a 3<sup>rd</sup> night for a 2-day workshop, that accommodation will be reimbursed.

\*Members will be reimbursed if they are unable to travel home from a venue due to safety considerations (road conditions, illness etc.).

\* Travel times are determined by a members' home address that we have on file to the address of the learning event.

\* **Note:** Typically, accommodations are not provided if the member is within a one-hour drive from his/her home, **or** if the member is further than one hour, but can return home during daylight hours. However, if safety is a concern, either due to weather, hour of the day, member health, then accommodations will be reimbursed. Please contact the TTF Training Coordinator for approval.

### 3. TRAVEL

Kilometers can be claimed at .45 cents per kilometer from the members' home address to the address of the learning event.

### 4. PARKING

If parking is not provided at the learning event, or if the location of the learning event provides parking for a cost, then parking expenses will be reimbursed at cost. Receipts are required.

**\*\*If you have any questions regarding the eligibility of travel expenses please contact Leslie MacNeill or Ali Rossiter at 455-0037 / 261-5420 (cell) or [leslie@ibew37.com](mailto:leslie@ibew37.com) / [ali@ibew37.com](mailto:ali@ibew37.com) **prior** to incurring the expense.**