



Travel Guidelines

CITF Workshops

The Carpenters International Training Fund (CITF) will arrange and provide air transportation, provide daily room and board, and provide class materials for participants attending CITF workshops in accordance with the following guidelines:

The participant must be registered by an authorized representative of the Coordinating Local Training Fund (CLTF) in a workshop on the CITF Registration Website: <https://registration.carpenters.org>. The CLTF must ensure the participant is eligible to participate in the workshop and ensure the participant receives a registration confirmation and airline itinerary which includes important information including accommodations, ground transportation, clothing requirements, meals, CITF and UBC International Training Center (ITC) rules, etc.

Airfare and dorm room requests must be submitted on the CITF Registration Website at least 45 days prior to date of travel.

• **Air Transportation**

Airfare will be booked after the participant has been registered in a workshop and airfare has been requested via the CITF Registration Website. All airfare will be for economy-class airfare. Requests for First Class will not be accepted. We will do everything possible to meet requests for travel times and flights. However, it is our policy to ticket the least expensive flights available at the time reservations are made. Therefore, participants should plan to set aside the day before the workshop and the day after the workshop as travel days. Participants may fly into Las Vegas earlier than the day before the workshop and may leave later than the day after the workshop provided there is no increase in airfare and participants arrange for their own accommodations outside of the ITC for the extra dates. Airfare requests received less than 45 days in advance will be handled as follows: a) Issue the ticket as requested if the airfare is the same as with a 30-day advance ticket price or b) Contact the CLTF and advise them to book the airfare at their own expense or reschedule for a later workshop. Once airfare is booked, the CITF will not change airfare without approval from the CLTF and the CITF Executive Director. The CITF will not reimburse for air transportation purchased through another source, and will not pay mileage for participants who choose to drive to the ITC.

• **Rooms**

Dorm room accommodations will be provided after the participant has been registered in a workshop and accommodations have been requested via the CITF Registration Website. Participants cannot check-in to the ITC any sooner than the day before the workshop starts and must leave no later than the day after the workshop ends. Rooms at the ITC are designed for only one person. No guests are allowed in the dorm rooms at any time. The CITF will not reimburse for accommodations outside of the ITC.

• **Cancellations, Changes, and No-Shows**

The CLTF will be responsible for any costs associated with cancellations, changes, and no-shows.

• **Violation of CITF and ITC Policies**

The CLTF will also be responsible for the cost of airfare, room and board, and class materials for participants sent home as a result of violating CITF and ITC policies.