



Travel Guidelines

3rd Year Apprentice and Journeyman Programs

The Carpenters International Training Fund (CITF) will reimburse air transportation, provide daily room and board, and allot a stipend for participants attending 3rd Year Apprentice and Journeyman Programs through UBC's Education and Training department in accordance with the following guidelines:

Each participant must be referred by their Coordinating Local Training Fund (CLTF). The CLTF is responsible for paying airfare and stipends and CITF will reimburse the CLTF directly for all participants who **attend and complete** the program. The CLTF will not receive reimbursement for any of the following expenses for participants dismissed early for non-compliance to CITF and UBC International Training Center (ITC) policies.

• Air Transportation

1. All travel will be for economy-class airfare. Requests for First Class will not be accepted.
2. Airfare should be booked at least 30 days in advance whenever possible to ensure the lowest fare. If booking less than 30 days, prior approval is required.
3. CITF will provide shuttle service to and from McCarran International Airport and the ITC.
4. CITF will reimburse for baggage expenses up to one bag per leg of the trip with original receipt.
5. The CITF will not pay mileage for participants who choose to drive to the ITC.

• Rooms

Room and board is provided for participants at the ITC and paid directly by the CITF for those participants who attend and complete the program. Room and board for participants who do not complete the program will be direct-billed to the CLTF and is not reimbursable. Participants that must depart early in the event of an emergency will be considered on a case by case basis for CLTF reimbursement. Any expenses, including accommodations outside the ITC will not be reimbursed.

• Stipend

Participants will be given a \$200 (total) stipend.

Guidelines for Reimbursement

Please provide the following information when requesting reimbursement;

- A breakdown of **every** charge for each participant... i.e. cost of each ticket, stipend, etc.
- E-tickets or receipts from Travel Agency must show list of passengers, detailed flight information, costs of each passenger
- The CLTF must be shown as both the Purchaser and the Payer on all backup documentation to support the invoice

NOTE:

- ESTs and Council Staff: Airfare and room and board for ESTs and for Council staff is not reimbursable. Room and board at the ITC will be direct-billed to the Council.