

ACCOMMODATION ASSISTANCE APPLICATION FORM

NAME:	
IBEW CARD NUMBER:	PHONE NUMBER:
ADDRESS:	

Residence will be determined by the current records of the IBEW Local 424 Business Office. Inaccurate information in this Application will lead to rejection of this claim.

Training Course:	
Course Start Date:	Course End Date:
Training Centre You Will Be Attending:	
Requested Dates For Accommodation:	

The Accommodation Assistance Policy (for out-of town residents) be amended as follows.

Accommodation assistance will not be paid to Beneficiaries when a course being applied for is offered within the area of his/her residence, as registered in the IBEW Local 424 current records.

1. Beneficiaries are expected to attend training courses at the closest Training Centre or Training facilities approved by the Education Trustees. Accommodation assistance will only be provided in certain circumstances.
 - 1.1 Accommodation assistance will only be provided in remote areas where Training courses are unavailable within the Beneficiaries area of residence.
 - 1.2 Accommodation assistance must be pre-approved and will be considered and approved on a case by case basis.
 - 1.3 Accommodation assistance will only be paid upon provision of receipts for commercial accommodation. Private accommodation will be ineligible for reimbursement.
2. Accommodation assistance will only be available for courses that are approved by the Education Trustees in their sole discretion, having regard to factors such as course location, locations where normal vehicle travel is restricted or unavailable, accessibility of the Mobile Unit or where number of attendees merit.
3. Beneficiaries seeking accommodation assistance are to make their request in writing to the Education Trustees using the Application for Accommodation Assistance Form as provided by the Training Centre Staff. It is encouraged that Beneficiaries make application one week prior to the commencement of the course.
 - 3.1 To be eligible for accommodation assistance the Beneficiary must have received notification of approval by the Education Trustees.
 - 3.2 The signed application from the Education Trustees must be provided to the Training Centre Staff prior to course commencement.
4. Beneficiaries will be reimbursed for commercial accommodation expenses incurred to attend a Training Course up to a maximum limit of \$175 per day. A Beneficiary must provide receipts to support their accommodation assistance claim.
5. Beneficiaries must provide proof of completion in order to qualify for reimbursement for the cost of accommodation. Accommodation will be paid for each day of training. Accommodation will be paid only once for an approved training course.
 - 5.1 Completion will mean 100% attendance; no late starts, and no early finishes.
 - 5.2 If after consultation between the Instructor and the Provincial Training Director, it is determined that due to extenuating circumstances the Beneficiary was unable to fulfill the "completion" portion required for reimbursement, the Provincial Training Director may waive this obligation from the Beneficiary.
6. Implementation of this Policy is not intended to establish a continuing obligation of the Education Trustees. The Education Trustees may amend, suspend or terminate the Policy, from time to time, as they deem required.

NOTE: This Accommodation Assistance policy replaces any previous policies on Travel Assistance

FOR OFFICE USE ONLY

Residence as Per IBEW Local 424	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Days Requested		
Application Approved	<input type="checkbox"/>	Application Rejected <input type="checkbox"/>
Trustee Signature		
Beneficiary Notified of Trustee Decision, By		
Date of Notification		
Notes		