

***UA LOCAL 13 JATC***  
**GUIDELINES FOR REIMBURSEMENT OF**  
**COURSE & RELATED INSTRUCTION MATERIALS :**

**COURSE APPLICATIONS MUST BE SUBMITTED BY MEMBER TWO WEEKS IN ADVANCE OF COURSE DATE, AND MUST BE APPROVED BY THE JOINT APPRENTICE TRAINING COMMITTEE PRIOR TO REIMBURSEMENT.**

The J.A.T.C. will reimburse as per the following formula:

RELATED INSTRUCTION MATERIALS      **UP TO -- \$250.00 -- 100%**

COURSE RELATED TUITION & BOOKS      **UP TO -- \$500.00 -- 100%**

EXPENSES: **\$90.00 a day per diem for out of town expenses** **MAXIMUM 5 DAYS (\$450)**

REMAINING BALANCE                              **UP TO -- \$1,500.00 -- 50%**

**\*\* The Maximum a member can receive per year is \$1,500.00 \*\***

1. RECEIPT OF CANCELED CHECK AND /OR PROOF OF COURSE AND BOOK PAYMENT IS REQUIRED.
2. PLEASE PROVIDE THE JATC WITH A COPY OF COMPLETION CERTIFICATE. ALL CERTIFICATES MUST BE TURNED IN WITHIN 90 DAYS FOLLOWING THE COMPLETION DATE OF COURSE.
3. NO MILEAGE OR TRAVEL EXPENSE REIMBURSED.

**The Local 13 JATC reserves the right to refuse reimbursement. The JATC has allotted a certain amount of money per year for courses and seminars. When this money is used up and/or unemployment is high and the JATC is short of contributions, reimbursement guidelines may change.**

If you have any questions please call Janice  
at the Local 13 Training Office  
338-2360 x108.

**APPLICATION FOR REIMBURSEMENT**

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

RELATED INSTRUCTION MATERIALS: \_\_\_\_\_

\_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE LOCATION: \_\_\_\_\_

DATE (S) OF COURSE: \_\_\_\_\_

COST: \$ \_\_\_\_\_

REASON FOR TAKING THE COURSE: \_\_\_\_\_

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YES NO

Has the Employer agreed to pay tuition and expenses upfront until reimbursement?

Will the Employer pay the remaining tuition and expenses not paid? by the J.A.T.C.?

\_\_\_\_\_ DATE / / .

*Applicant signature*

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*OFFICE USE ONLY*

**TO BE APPROVED AT THE MEETING OF THE J.A.T.C. ON \_\_\_\_\_**

**APPROVED \_\_\_\_\_ TABLED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_**

AMOUNT TO BE PAID FOR COURSE \$ \_\_\_\_\_

AMOUNT TO BE PAID FOR PER DIEM \$ \_\_\_\_\_