**IBEW Local 37 Training Trust Fund**

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| **Policy Name:** Reimbursement of Travel Expenses  |  |

**Overview:**

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

**Guidelines:**

* Meals will be provided at the conference. However, for meals not included on your day of travel, they will be reimbursed at the following rates:
	+ Breakfast, assuming it is not provided by the Hotel or at the venue, will be reimbursed at the rate of $15.
	+ Lunch will typically be provided at the venue, but if not, it will be reimbursed at the rate of $20.
	+ Dinner, assuming the member is more than one hour from home and is travelling over the dinner period (5:00 pm – 6:00 pm) will be reimbursed at the rate of $25.

Receipts are not required for reimbursement of meal expenses.

* Accommodations for the 13th and 14th are direct-billed to the local. If your stay extends beyond those dates, you are responsible for the cost.
* Parking expenses will be reimbursed at cost. Receipts are required.

If you have any questions regarding the eligibility of travel expenses, please contact Hillary Ouellette at (506) 455-0037 or email hillary@ibew37.com prior to incurring the expense.