



# Alaska Operating Engineers/Employers Training Trust (AOEETT)

## TRAVEL REIMBURSEMENT POLICY

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1. Any member requesting reimbursement must be a Local 302 member in good standing as defined in the Union Bylaws and Constitution:
  - a. Provide proof via dues card and registration slip for Local 302 in Alaska.
  - b. Must be currently working out of the Local 302 in Alaska or registered for work on at least one Local 302 Out-of-Work List in Alaska.
  - c. Worked and paid into Alaska Training at least **200** hours in the last 1 calendar year.
2. **Members must *successfully* complete the training class.** (Walk-in testing does not qualify as a training class.) Dependent on the type of class taken, *successful* completion is defined as:
  - a. Satisfying the minimum attendance requirements **and** achieving an average score of 80% or higher on class homework/tests. (Example: If attending a 40 Hour Hazmat class, it is required you attend all 40 hours of class to successfully complete class
  - or
  - b. Obtaining the certification/qualification intended for the class. The Training Trust will not reimburse for certification fees, transportation, lodging or meals if you fail to obtain the certification/qualification on your first attempt or any attempts thereafter.
  - c. All reimbursements are **ONLY** for qualified members registered for training. Expenses incurred by other parties **DO NOT** qualify for reimbursement.
3. **Reimbursement requests and supporting documentation must be turned in within 2 weeks of the completion of training.** Requests received after that time may result in immediate denial of reimbursement. No expense will be reimbursed without a valid receipt and a completed *Travel Reimbursement Request Form*. These forms are available on the website, [www.aoeett.org](http://www.aoeett.org) or in any training office. Receipts must show an itemized list of all items and proof of payment. Please separate your purchases so only items being reimbursed are on the submitted receipt.
4. **STEP Grant Applications must be completed if you are seeking reimbursement.** You must complete the entire application. We will also need: valid Alaska driver's license.

## **Non-Standard Training** (training not offered or conducted by AOEETT)

1. Members must receive prior written approval from the Administrator for non-standard training requests utilizing the *Non-Standard Training Request Form*. Upon the Administrator's approval, the member will be contacted and advised to proceed with travel arrangements for the class and submission of a STEP Grant Application.
2. If you are unable to attend training in your local area and wish to train at another location, you must obtain written approval from the Administrator if you will be requesting reimbursement. Failure to obtain non-standard training approval prior to training will result in the immediate denial of reimbursement.

## **Hotel**

1. Members living outside of the 60-mile one-way radius from the training site location may request lodging reimbursement. The amount of reimbursement for lodging is a maximum of \$75.00 a day, (5 class days / 1 travel day). In the event you make reservations and do not attend training, the AOEETT will NOT reimburse for any cancellation/no show fees. We offer negotiated rates with local area hotels, please inquire during the registration process. **You must submit a copy of your detailed lodging receipt with your total room charges and a completed *Travel Reimbursement Request Form* within 2 weeks of the completion of class.**

## **Travel**

1. As of July 1, 2022, The AOEETT will reimburse mileage for members residing outside of a 60-mile radius from the training center or the cost of instate airfare / ferry up to \$300.00 round trip. Members traveling for training will be required to make their own travel arrangements and pay for all associated expenses. **You must submit a copy of all applicable detailed travel receipts and a completed *Travel Reimbursement Request Form* within 2 weeks of the completion of class.**

## **Meals**

1. Members living outside of the 60-mile one-way radius from the training site location may request meal reimbursement up to \$20.00 per day, (\$30.00 weekends). Meal reimbursement is available for the scheduled class days and the following weekend if class is longer than 40 hours. Travel days are excluded. **You must submit a copy of all detailed meal receipts with a completed *Travel Reimbursement Request Form* within 2 weeks of the completion of class.** Receipts must show an itemized list of all items ordered and proof of payment. **AOEETT does not reimburse for alcohol.** Tipping your server is at your discretion and is not a reimbursable expense.

**General - The Training Trust reserves the right to refuse payment or reimbursement for any charges that are determined to be abusive, unnecessary, or unreasonable.**

The following list of items are NOT covered for reimbursement. This is not an all-encompassing list and is subject to change at the Training Trusts discretion. Anyone found violating or falsifying information in these situations will be ineligible for any future reimbursement.

- Room Service/Food delivery fee's
- Phone Calls/Internet Service
- Rental Vehicles/Taxis
- Parking
- Videos
- Laundry
- Alcohol/Liquor
- Out of state expenses, (toll, etc.)
- Unreasonable expenses

**Additional Information**

The Alaska Operating Engineers/Employers Training Trust staff is not responsible for the submission of the stated required documents; it is the responsibility of the person requesting reimbursement. AOETT staff may provide information regarding the submission of documents, however, they will not be held responsible for an individual's failure to follow the above guidelines.

By signing below, I acknowledge that I have been given a copy of this Travel Reimbursement Policy for my review and understand that it is my responsibility to read and adhere to it. I further acknowledge that my failure to follow the above guidelines will result in the immediate denial of reimbursement.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date