



IATSE ENTERTAINMENT & EXHIBITION INDUSTRIES TRAINING TRUST FUND

PROVIDING TRAINING OPPORTUNITIES FOR THE IATSE WORKFORCE

COURSE REIMBURSEMENT CHECKLIST

Use this internally at your local union to guide you through the required steps for reimbursement. Do not submit this to the TTF.

STEP 1: SUBMIT COURSE REIMBURSEMENT APPLICATION

The Course Reimbursement Application must be completed, signed, and submitted by an officer other than the individual listed as a trainer on the application. Applications are to be submitted 30 days prior to the course date, along with a course description, outline of topics covered, and instructor bio. Submit a separate application with supporting documents for each course, even if the course has been presented before. [Click here to see a sample of a complete Course Reimbursement Application.](#)

Applications received within the 30 days prior to the course will still be reviewed, but we may not be able to respond immediately to your request. **Course Reimbursement applications must be submitted before the course. The TTF can't consider applications for courses that have already taken place.**

Email the application, course description, topic outline, and instructor bio to funding@iatsetrainingtrust.org.

<input type="radio"/> Course Reimbursement Application	All expenses are clearly described and itemized. Get a quote from the instructor to accurately reflect the course expenses. Expenses may include instructor lodging, instructor transportation (economy airfare or mileage at the IRS rate), instructor meals, training room rental, equipment rental, student materials (e.g., printing handouts, certification cards).
<input type="radio"/> Course Description	Summary of the significant learning experiences and benefits participants can expect. Use brief, outcomes-based, descriptive phrases that align with the topics identified in the course outline. What is the course about? What will participants know or be able to do by the end of the course? How does the course relate to the crafts represented by the local?
<input type="radio"/> Topic Outline	Description of the topics covered in the course.
<input type="radio"/> Instructor Biography	Professional background, education, experience, and certifications that makes them suitable to teach this course for your local union.

STEP 2: RECEIVE COURSE REIMBURSEMENT APPROVAL

<input type="radio"/> Course Reimbursement Approval	We will review your application and email the approval notice within four weeks of the application submission. The approval email will include the approved expenses and amounts and your local's link to download the Course Reimbursement Expense Report, a sign-in sheet template, and an Expense Report due date.
<input type="radio"/> Present Your Course	Use the sign-in sheet template we've provided and ensure participants sign in every day. Reimbursement can't be made without daily signatures from all course participants.

STEP 3: AFTER THE COURSE

<input type="radio"/> Course Reimbursement Expense Report	Describe and itemize all approved expenses for which you're requesting reimbursement. The language and fees listed here must match those used on the application. Click here to see a sample of how the expense report should be filled out.
<input type="radio"/> Instructor Invoice	Must include course title, course date(s), instructor name and contact details, local union and contact details, daily rate, and total due by local. Rates must be itemized and match those listed on the application.
<input type="radio"/> Itemized Receipts	All receipts must be dated and clearly identify the items purchased. Credit card receipts missing this information can't be reimbursed.
<input type="radio"/> Daily Sign-in Sheets	Must include local union, course title, course date(s), instructor name, students' full names, students' date of birth, and students' daily signatures.

Email the Expense Report with supporting documents to funding@iatsetrainingtrust.org within 45 days of the course. Allow up to 30 days for reimbursement processing. Reimbursement checks are always issued to the local union.