



IATSE ENTERTAINMENT & EXHIBITION INDUSTRIES TRAINING TRUST FUND

PROVIDING TRAINING OPPORTUNITIES FOR THE IATSE WORKFORCE

This program reimburses local unions who organize group safety and craft skills trainings for IATSE TTF Beneficiaries. A TTF Beneficiary is an individual who is an active IATSE member or is working under an IATSE agreement. The local is responsible for confirming participants' Beneficiary status and making all course arrangements including securing a training venue, equipment, and supplies and paying for all course expenses.

We suggest you get a quote from the instructor or vendor before the training to help you describe and itemize expenses on the application. List only the expenses for which you seek reimbursement. We may not be able to support your application at the full amount requested.

POLICIES

1. This application must be completed, signed, and submitted by an officer other than the individual listed as a trainer on the application and must include a course description, topic outline, and instructor bio.
2. Applications are reviewed on a rolling basis, and all requests must go through the approval process. We cannot consider applications for past courses.
3. Courses must take place within the year in which they are approved. Funds cannot be transferred to a different course or year. If you need to change the date of a course after it is approved, please contact us as soon as possible to avoid funds being redistributed.
4. Courses must meet the five-student minimum requirement. Additional student minimums may apply. Attendance will be uploaded to the [Training Tracker](#).
5. We cannot reimburse costs associated with renting from member loan out companies if a local officer is the owner of said loan out company. This includes kit rental.
6. The maximum instructor rate is \$750 for a full day of instruction (8 hours). The minimum course length to receive the full daily rate is 5 hours. Courses less than five hours long per day will be reimbursed at a pro-rated hourly rate based on the full 8-hour day.
7. Approved expenses can only be reimbursed if the Course Reimbursement Expense Report, TTF-provided daily sign-in sheets, instructor invoice, and itemized receipts are received within 45 days of the training.

The local union president, secretary treasurer, BA, or training coordinator must complete, sign, and submit this application. The officer submitting this application must be an officer other than the individual listed as a trainer. Email the application, course description, topic outline, and instructor bio to funding@iatsetrainingtrust.org.

These policies are subject to change at any time by the trustees. The application and/or interpretation of these policies shall at all times be subject to the discretion of the trustees, to the fullest extent permitted by law.



COURSE REIMBURSEMENT APPLICATION

TODAY'S DATE	LOCAL UNION	PHONE		
OFFICER NAME	OFFICER TITLE	EMAIL		
Is the local signatory to collective bargaining agreement(s) providing IATSE Training Trust benefits? If yes, identify contract(s) & name of Employer(s):				<input type="radio"/> YES <input type="radio"/> NO
Does your local have a training trust fund or other local union affiliated training organization? If yes, list the full official name of the organization & the organization's EIN:				<input type="radio"/> YES <input type="radio"/> NO
We encourage local unions utilizing Training Trust funds to commit to trying to negotiate Training Trust language in their contracts where possible. "Our local is committed to bargaining the IATSE Training Trust into our contracts."				<input type="radio"/> YES <input type="radio"/> NO INITIALS
COURSE INFORMATION				
COURSE TITLE	COURSE TYPE <input type="radio"/> SAFETY <input type="radio"/> CRAFT SKILLS <input type="radio"/> OTHER (LIST):			
COURSE LOCATION (VENUE, CITY, STATE)	INSTRUCTOR, TRAINING COMPANY			
COURSE DATE(S)	COURSE LENGTH	HOURS	NUMBER OF PARTICIPANTS	
DESCRIPTION ATTACHED? <input type="radio"/> YES <input type="radio"/> NO		OUTLINE ATTACHED? <input type="radio"/> YES <input type="radio"/> NO		INSTRUCTOR BIO ATTACHED? <input type="radio"/> YES <input type="radio"/> NO
Is this an employer requested course? <input type="radio"/> YES <input type="radio"/> NO		Is this production being done under the ASA? <input type="radio"/> YES <input type="radio"/> NO <i>If this is a class for an ASA employer production, please complete the fields below.</i>		
Studio	Production Company	Production Title	Production Contact	
REQUESTED EXPENSES				AMOUNT
<small>DESCRIBE AND ITEMIZE ALL EXPENSES FOR WHICH YOU SEEK REIMBURSEMENT. YOU WON'T BE ABLE TO ENTER AN AMOUNT UNLESS YOU FIRST DESCRIBE THAT EXPENSE.</small>				
INSTRUCTION DAY FEES (\$750 MAX PER DAY)	FEE PER DAY	# OF DAYS	# OF INSTRUCTORS	
TRAVEL DAY FEES (\$750 MAX PER DAY)	FEE PER DAY	# OF DAYS	# OF INSTRUCTORS	
EXPENDABLE COURSE MATERIALS				
EQUIPMENT RENTAL				
INSTRUCTOR HOTEL				
INSTRUCTOR AIRFARE				
INSTRUCTOR GROUND TRAVEL & INSTRUCTOR PARKING				
INSTRUCTOR MEALS				
OTHER				
OTHER				
EXPENSES ARE IN <input type="radio"/> USD \$ <input type="radio"/> CAD \$				TOTAL FUNDS REQUESTED
OFFICER SIGNATURE				

IATSE TTF USE ONLY MPT SLE TS SB M MM