

2018 – 2019 VOUCHER GUIDELINES

The purpose of the voucher system is to provide the Refrigeration Training Trust Members with specialized supplemental training, while offering the contractor financial relief.

Voucher Process

1. The contractor is to submit a voucher application and course description to the Training Center for review and approval **prior** to the start of the course. The voucher will be returned to the contractor within ten working days. The following criteria must be met:
 - a. The training program must be approved and take place between **July 1, 2018** and **June 30, 2019**. Funds are approved based on Contractor allotment for the first six months, thereafter; funds are approved on a first come first served basis.
 - b. Reimbursement will be at the straight time rate for wages and PTO (total taxable) only as is stated on the applicant's dispatch. Only classroom hours are eligible for reimbursement. (The Contractor is not required to pay union fringes for hours for this plan. In addition, Administrative Dues should not be deducted from the member's paycheck). The Contractor will be responsible for paying the member; the Training Center will send the approved reimbursement to the Contractor.
 - c. After completion of the training program, the Contractor must submit a company time sheet and completion certificate from the course to the Training Center. Reimbursement will then be processed.
2. The maximum amount a contractor may request is \$1,800 per week, per applicant.
3. An approved voucher application will be considered void if the applicant does not attend or pass the approved training course. No reimbursement will be made.
4. Once a voucher application has been approved, the date, time and applicant cannot be changed. Any change will require a new application.
5. Approved applications must be submitted for reimbursement **within sixty days** of the course completion, regardless of the circumstances, or the application will be void and reimbursement not awarded. Please communicate any issues in this regard.
6. To be eligible to apply for the voucher program, a Signatory Contractor, must be current with benefit payments, and the member paying into the Training Trust Fund.
7. Do not submit vouchers, for approval, more than two (2) months in advance of the training class. Otherwise, you will be asked to resubmit the application.