

North Atlantic States Carpenters Training Fund

Millbury Training Center

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July 31, 2020

NASCTF Apprentice Mileage & Food Reimbursement for Reopening Post Covid19 Shutdown

This Policy pertains to all North Atlantic States Carpenters Training Fund Apprentices

- Apprentices attending training are responsible to bring their own food. In line with Covid19 safety protocols, food will not be supplied by NASCTF.
- NASCTF will provide water, each shop will have access to mini refrigerators with bottled waters.
- The Millbury Training Center Dormitory is closed due to Covid19 safety concerns regarding the use of common areas.
- NASCTF has developed two (2) weeks of online Zoom training to fulfill some of the required apprentice classes. These classes will continue to be offered to apprentices as their training schedule allows.
- Efforts will be made to schedule apprentice training at the training center located closest to the apprentice's home address reflected in TRAIN.
 - Apprentices traveling further than 60 miles from their home to attend training may request hotel accommodations for the days they are scheduled for training. NASCTF will contract services with hotels in the area that the training centers will use for these accommodations.
 - The apprentice staying in the hotels, shall sign an NASCTF Hotel Acknowledgement Waiver.
 - Single occupancy accommodations will be made for hotel reservations.
 - Apprentices will be responsible for transportation to and from the hotel to the training center.
 - Apprentices staying in the hotel will receive a \$30 daily meal allowance for the days scheduled for training.
 - Mileage will be paid to apprentices staying in the hotel, for miles traveled over 60 miles from their home address reflected in Train, to the training center on Day One and back home on the Last Day (one time to and from) at the current IRS mileage reimbursement rate.
 - Apprentices traveling over 60 miles to the training center that do not request hotel accommodations, may request reimbursement for their daily trip to and from the training center each day, for miles traveled over 60 miles at the current IRS mileage reimbursement rate.
 - Apprentices receiving a weekly stipend under the former apprentice stipend program, will not be eligible for mileage reimbursement or food allowance.
 - At the end of the training week, the local training center staff will submit a list of apprentices staying in hotels and requesting mileage reimbursements. Checks will be issued and sent directly to the apprentice.

