

Western States Carpenters Training Fund



Bakersfield	btc@swctf.org	Denver	denver@swctf.org	Las Vegas	lasvegas@swctf.org
Buena Park	bptc@swctf.org	Phoenix	phoenix@swctf.org	Reno	reno@swctf.org
Ontario	otc@swctf.org	Santa Maria	ytic@swctf.org	Sylmar	stc@swctf.org
San Diego	sdct@swctf.org	Ventura	vtc@swctf.org	Whittier	wtc@swctf.org
Utah	utah@swctf.org				

Apprentice Travel Request Form

DEPT # ____

For apprentices residing 80 or more miles from designated training center.

Apprentice Information:

Name: _____ **UBC ID:** _____ **Email:** _____
 (Name must match that on ID if Flying)

Traveling to: _____ **(If Flying) Birthdate:** _____ **Cell Phone:** _____
Course Name: _____ **Start Date:** _____ **End Date:** _____

Travel Information:

Address: _____

Driving: YES NO **Flying:** YES NO

Departure City (or Airport): _____ **Preferred Departure Time:** _____
Outbound Date: _____ **Preferred Departure Time:** _____
Return Date: _____

Special Request / Frequent Flyer # _____

Hotel Stay:

NO YES **Check-In Date:** _____ **Check-Out Date:** _____

Hotel Stay:

NO YES **Check-In Date:** _____ **Check-Out Date:** _____

Form must be completed and returned 2 weeks prior to class. Once completed EMAIL to your training center.

(Initials)

- _____ An Apprentice must allow enough commute time to check into the hotel between the hours of 3:00 p.m. – 11:00 p.m. prior to the first day of training.
- _____ A major credit card must be presented at check in and all incidental charges to the room are the responsibility of the Apprentice.
- _____ Hotel rooms are provided for an Apprentice participating in related training. Any Apprentice who fails to attend or fully participate in all sessions of related training will be required to reimburse the SWCTF for such training sessions, any hotel costs, and any other costs.
- _____ The SWCTF will send a reminder email confirming apprentice accommodation's the week prior to the start of class. Apprentice's must respond to the email by, **Friday** before the start of the training. Failure to respond to the email to confirm will result in the SWCTF cancelling hotel accommodations.
- _____ All Apprentices must be checked out of the hotel by 11:00 a.m. on the last day of training class. An Apprentice must allow enough commute time to check out of the hotel and be in class on time. Any charges incurred because of any late check out will be the responsibility of the Apprentice.
- _____ An Apprentice will not be provided hotel stays over a weekend or any day that does not precede a training day; he or she is responsible for their own stay in such instances if they choose not to travel back home.
- _____ The SWCTF is not responsible to cover any costs for conditions created or caused by the negligent or wrongful act of the Apprentice, a member of the Apprentice's family, or other person in the Apprentice's hotel room with the Apprentice's consent. Any charges incurred due to damages, judgements or resulting legal fees are the responsibility of the Apprentice, who hereby authorizes the SWCTF to take whatever steps necessary to collect all applicable amounts from the Apprentice.
- _____ The Apprentice shall defend, indemnify and hold harmless the Fund from and against any claim including the payment of attorneys' fees and costs actually incurred whether or not litigation is commenced based on or in connection with or arising out of any losses or costs incurred by the SWCTF for a breach of any of the provisions of this Agreement or any wrongful conduct or negligence in connection with such provisions.

Hotel Booking Policy and Requirements

Hotel accommodations are provided for an Apprentice participating in related training by the Southwest Carpenters Training Fund. However, the Southwest Carpenters Training Fund requires all apprentices requesting a hotel accommodation to complete the information below.

If you fail to show up on the check-in date(s) requested your card will be charged for a one-night stay and tax charges. When requesting reservations, please verify that the check-in and check-out dates are correct. If any late arrivals or early departures result in an extra fee the credit card listed below will be charged. All cancellations and or changes must be made (48) hours prior to check-in by contacting your training center. Effective **immediately**, a credit card is required in order to secure your reservation.

During the tenure of your apprenticeship if you request hotel accommodations and fail to show up on more than two separate occasions, the SWCTF will not make any more reservations on your behalf for the remainder of your apprenticeship. You will be responsible to make your own hotel accommodations and you will not be reimbursed.

Apprentice Credit Card Authorization Information

I, _____, hereby authorize the Southwest Carpenters Training Fund to charge my credit card for the hotel charges in association with:

- One-night stay Tax(es), and Fee(s) – No show

Type of Card - AMEX - Discover - MasterCard - Visa

Cardholder Name: _____

Credit Card Number: _____ - _____ - _____

Expiration Date: _____ Security Code (3 Digits) _____

Billing Address: _____

By signing this form, you agree and authorize the Southwest Carpenters Training Fund to charge your credit card for a one night stay and tax charges on or after the indicated date below. This is authorization for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Cardholder's Signature: _____

By completing and signing below, I confirm I have read and understand the above information. I certify all information in this form is legitimate and understand that the Southwest Carpenters Training Fund reserves the right to verify all information provided by the card issuer.

Apprentice Signature: _____

Date: _____

Coordinator Approval: _____

Date: _____

If the Apprentice is a minor, a parent or guardian signature is required to assume legal and financial responsibility on behalf of minor Apprentice.

Parent/Guardian Signature: _____

Date: _____

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Buena Park	bptc@swctf.org	Phoenix	phoenix@swctf.org	Reno	reno@swctf.org
Ontario	otc@swctf.org	Santa Maria	ytic@swctf.org	Sylmar	stc@swctf.org
San Diego	sdct@swctf.org	Ventura	vtc@swctf.org	Whittier	wtc@swctf.org
Utah	utah@swctf.org				

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DEPT # _____

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Apprentice Information:

Name: (Your name here*) UBC ID: (Your UBC # here*) U1234-5678 Email: (Your email here*)
(Name must match that on ID if Flying)

Traveling to: Whittier Training Center* (If Flying) Birthdate: (ONLY IF FLYING) Cell Phone: (Your Cell Phone #*)
 Course Name: (Name of class your taking*) Start Date: (Class start date here*) End Date: (Class end date here*)
(Check Class letter or TVC card for correct class name*)

Travel Information:

Address: (Your Home Address here* - Address, street name, apt/unit, city, state, zip.*)

Driving: YES (Select one*) NO Flying: YES (Select one*) NO

Departure City (or Airport): (ONLY IF FLYING - fill in specific name of airport in which you would like to fly out of*)

Outbound Date: (ONLY IF FLYING - Outbound date) Preferred Departure Time: (ONLY IF FLYING - Departure time)

Return Date: (ONLY IF FLYING - Return date) Preferred Departure Time: (ONLY IF FLYING - Departure time)

Special Request / Frequent Flyer # (Optional)

Hotel Stay:

NO (Select one*) YES Check-In Date: (Check-in date may only be as early as the sunday before class) Check-Out Date: (Check-out date must be no later than the thursday class ends.)

Hotel Stay: (only fill out the below dates if you are scheduled for 2 weeks of training)

NO (Select one*) YES Check-In Date: (Check-in date may only be as early as the sunday before class) Check-Out Date: (Check-out date must be no later than the thursday class ends.)

Form must be completed and returned 2 weeks prior to class. Once completed EMAIL to your training center.

MUST INITIAL ALL SPACES*

(Initials)

- * An Apprentice must allow enough commute time to check into the hotel between the hours of 3:00 p.m. – 11:00 p.m. prior to the first day of training.
- * A major credit card must be presented at check in and all incidental charges to the room are the responsibility of the Apprentice.
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- * All Apprentices must be checked out of the hotel by 11:00 a.m. on the last day of training class. An Apprentice must allow enough commute time to check out of the hotel and be in class on time. Any charges incurred because of any late check out will be the responsibility of the Apprentice.
- * An Apprentice will not be provided hotel stays over a weekend or any day that does not precede a training day; he or she is responsible for their own stay in such instances if they choose not to travel back home.
- * The SWCTF is not responsible to cover any costs for conditions created or caused by the negligent or wrongful act of the Apprentice, a member of the Apprentice's family, or other person in the Apprentice's hotel room with the Apprentice's consent. Any charges incurred due to damages, judgements or resulting legal fees are the responsibility of the Apprentice, who hereby authorizes the SWCTF to take whatever steps necessary to collect all applicable amounts from the Apprentice.
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Apprentice Credit Card Authorization Information

I, (Your name here*), hereby authorize the Southwest Carpenters Training Fund to charge my credit card for the hotel charges in association with:

- One-night stay Tax(es), and Fee(s) – No show

(Select Card Type*)

Type of Card - AMEX - Discover - MasterCard - Visa

Cardholder Name: (Name as is on Card*)

Credit Card Number: (Full Card Number*)

Expiration Date: (Exp. Date*) Security Code (3 Digits) (Sec. Code*)

Billing Address: (Billing Address in which the card is registered too*)

By signing this form, you agree and authorize the Southwest Carpenters Training Fund to charge your credit card for a one night stay and tax charges on or after the indicated date below. This is authorization for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Cardholder's Signature: (You sign here*)

By completing and signing below, I confirm I have read and understand the above information. I certify all information in this form is legitimate and understand that the Southwest Carpenters Training Fund reserves the right to verify all information provided by the card issuer.

Apprentice Signature: (You sign here*) Date: (current date)

Coordinator Approval: _____ Date: _____

If the Apprentice is a minor, a parent or guardian signature is required to assume legal and financial responsibility on behalf of minor Apprentice.

Parent/Guardian Signature: (Parent signature here - only if apprentice is under 18 years only*) Date: (current date)

EXAMPLE FORM
MUST SUBMIT THIS FORM VIA EMAIL

EXPENSE REPORT NAME: (Your name here*)							UBC: (Your UBC # here*)		Date From: (Class start date here*)	To: (Class end date here*)
Class Name(s): (Enter Class Name here*)								Other Expense		
Date	Description	Lodging	Airfare/Train	Taxi	Mileage	Meals	Parking	Description	Amount	Daily Total
DATE*	Home to Whittier Training Center*				Mileage one way*					
DATE*	Whittier Training Center to Home*				Mileage one way*					
DATE*	FOOD (Must have hotel reserv. to claim food)					#1		Ex. Fast Food	\$. \$\$	
DATE*	FOOD (Must have hotel reserv. to claim food)					#2		Ex. Fast Food	\$. \$\$	
	TOTALS				Total Milage					
								Total Expense	Total Food Amount	

I certify that this claim is true and correct and incurred for the stated purpose; that no part thereof has been heretofore claimed or will be claimed from any other source. Employee's Signature: (You sign here*)

Mail check to:
(Enter your current Home Address)

Coordinator's Signature:

Director's Signature: