



# SOUTHWEST CARPENTERS TRAINING FUND

Bakersfield	<a href="mailto:btc@swctf.org">btc@swctf.org</a>	Denver	<a href="mailto:denver@swctf.org">denver@swctf.org</a>	Las Vegas	<a href="mailto:lasvegas@swctf.org">lasvegas@swctf.org</a>
Buena Park	<a href="mailto:bptc@swctf.org">bptc@swctf.org</a>	Phoenix	<a href="mailto:phoenix@swctf.org">phoenix@swctf.org</a>	Reno	<a href="mailto:reno@swctf.org">reno@swctf.org</a>
Ontario	<a href="mailto:otc@swctf.org">otc@swctf.org</a>	Santa Maria	<a href="mailto:stc@swctf.org">stc@swctf.org</a>	Sylmar	<a href="mailto:stc@swctf.org">stc@swctf.org</a>
San Diego	<a href="mailto:sdct@swctf.org">sdct@swctf.org</a>	Ventura	<a href="mailto:vtc@swctf.org">vtc@swctf.org</a>	Whittier	<a href="mailto:wtc@swctf.org">wtc@swctf.org</a>
Utah	<a href="mailto:utah@swctf.org">utah@swctf.org</a>				

## 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): \_\_\_\_\_

Outbound Date: \_\_\_\_\_ Preferred Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Preferred Departure Time: \_\_\_\_\_

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:** \_\_\_\_\_



# FIDEICOMISO DE CARPINTEROS DEL SUDOESTE

Bakersfield	<a href="mailto:btc@swctf.org">btc@swctf.org</a>	Denver	<a href="mailto:denver@swctf.org">denver@swctf.org</a>	Las Vegas	<a href="mailto:lasvegas@swctf.org">lasvegas@swctf.org</a>
Buena Park	<a href="mailto:bptc@swctf.org">bptc@swctf.org</a>	Phoenix	<a href="mailto:phoenix@swctf.org">phoenix@swctf.org</a>	Reno	<a href="mailto:reno@swctf.org">reno@swctf.org</a>
Ontario	<a href="mailto:otc@swctf.org">otc@swctf.org</a>	Santa Maria	<a href="mailto:vtc@swctf.org">vtc@swctf.org</a>	Sylmar	<a href="mailto:stc@swctf.org">stc@swctf.org</a>
San Diego	<a href="mailto:sdtc@swctf.org">sdtc@swctf.org</a>	Ventura	<a href="mailto:vtc@swctf.org">vtc@swctf.org</a>	Whittier	<a href="mailto:wtc@swctf.org">wtc@swctf.org</a>
Utah	<a href="mailto:utah@swctf.org">utah@swctf.org</a>				

## Formulario de Solicitud para Aprendices

Para aprendices que residen 80 o más millas del centro de entrenamiento designado.

### Información del Aprendiz:

Nombre: \_\_\_\_\_ UBC ID: \_\_\_\_\_ Correo Electrónico: \_\_\_\_\_  
(El nombre debe coincidir con el de la identificación si vuela)

Viajar a: \_\_\_\_\_ (Si Vuela) Fecha de Nacimiento: \_\_\_\_\_ Teléfono Celular: \_\_\_\_\_  
Nombre del Curso: \_\_\_\_\_ Fecha de Inicio: \_\_\_\_\_ Fecha de devolución: \_\_\_\_\_

### Información de Viaje:

Domicilio: \_\_\_\_\_  
Conducir: SI  NO  Pasaje: SI  NO   
Ciudad de salida (o aeropuerto): \_\_\_\_\_

Fecha de salida: \_\_\_\_\_ Hora de salida preferida: \_\_\_\_\_  
Fecha de devolución: \_\_\_\_\_ Hora de salida preferida: \_\_\_\_\_

Solicitud especial \_\_\_\_\_

### Reservaciones:

NO  SI  Dia de Entrada: \_\_\_\_\_ Dia de Salir: \_\_\_\_\_

### Reservaciones:

NO  SI  Dia de Entrada: \_\_\_\_\_ Dia de Salir: \_\_\_\_\_

**El formulario debe completarse y devolverse 2 semanas antes de la clase. Una vez completado envíe por correo electrónico a su centro de entrenamiento**

### (Iniciales)

- \_\_\_\_\_ El aprendiz debe darse suficiente tiempo para registrarse en el hotel entre las 3:00 p.m. – 11:00 p.m. antes del primer día de entrenamiento.
- \_\_\_\_\_ Al registrarse en el hotel, el aprendiz debe presentar una tarjeta de crédito y todos los gastos adicionales en la habitación son responsabilidad del aprendiz.
- \_\_\_\_\_ Habitaciones de hotel son disponibles para los aprendices que participan en clases de entrenamiento. Cualquier Aprendiz que no asista o participe plenamente en todas las sesiones de clases de entrenamiento relacionadas debe reembolsar al Fideicomiso de Carpinteros del Sudoeste por cualquier sesiones de entrenamiento, costo del hotel y gastos adicionales.
- \_\_\_\_\_ El personal administrativo enviará la semana anterior un correo electrónico recordatorio confirmando que el aprendiz tiene reservaciones de hotel la próxima semana. Los aprendices deben responder al correo electrónico a no mas tardar del viernes al mediodía antes de que la clase comience la semana siguiente. Si no responde al correo electrónico para confirmar, el personal administrativo cancelará sus reservaciones del hotel.
- \_\_\_\_\_ Todos los aprendices deben ser registrados fuera del hotel antes de las 11:00 a.m. del último día de la clase de entrenamiento. Un aprendiz debe darse suficiente tiempo para salir del hotel y estar en clase a tiempo. Cualquier cargo incurrido debido a cualquier salida tardía será responsabilidad del Aprendiz.
- \_\_\_\_\_ Un Aprendiz no recibirá reservaciones en hoteles durante un fin de semana o cualquier día que no preceda a un día de entrenamiento; él o ella es responsable de su propia reservacion en tales casos si deciden no viajar de vuelta a casa.
- \_\_\_\_\_ El Fideicomiso de Carpinteros del Sudoeste no es responsable de cubrir los gastos por las condiciones creadas o causadas por el acto negligente o ilícito del Aprendiz, un miembro de la familia del Aprendiz, u otra persona en la habitación del hotel del Aprendiz con el consentimiento del Aprendiz.

Cualquier cargo incurrido debido a daños, sentencias o honorarios legales resultantes es responsabilidad del Aprendiz, quien por la presente autoriza al SWCTF (por sus siglas en inglés) a tomar las medidas necesarias para cobrar todas las cantidades aplicables del Aprendiz.

El Aprendiz defenderá, indemnizará y eximirá al Fideicomiso de cualquier reclamación, incluido el pago de honorarios y costos de abogados efectivamente incurridos, independientemente de que se inicie o no un litigio basado en o en relación con o que surja de cualquier pérdida o costo incurrido por el SWCTF (por sus siglas en inglés) por un incumplimiento de cualquiera de las disposiciones de este Acuerdo o cualquier conducta o negligencia injusta en relación con tales disposiciones.

### Políticas y Requisitos de Reservas de Hotel

Reservaciones de los hoteles se proporcionan para un aprendiz que participa en clases de entrenamiento relacionadas por el Fideicomiso de Carpinteros del Sudoeste. Sin embargo, el Fideicomiso de Carpinteros del Sudoeste requiere que todos los aprendices que soliciten una reservación para un hotel completen la siguiente información.

Si no se presenta en la fecha del registro de entrada, se cobrará su tarjeta por una estancia de una noche y los cargos fiscales. Al solicitar su reservación, por favor revise que las fechas de registro de entrada y salida son correctas. Si las llegadas tardías o las salidas anticipadas conllevan un suplemento, se cobrará su tarjeta de crédito que se indica a continuación. Todas las cancelaciones y o cambios deben realizarse (48) horas antes de su registro de entrada comunicándose con su centro de entrenamiento. Efectivo inmediatamente, es necesario presentar una tarjeta de crédito para garantizar sus reservaciones.

Durante la permanencia de su aprendizaje si solicita reservaciones para un hotel y no se presenta en más de dos ocasiones separadas, el SWCTF (por sus siglas en inglés) no hará más reservaciones en su nombre por el resto de su aprendizaje. Usted será responsable de hacer sus propias reservaciones en el hotel y no se le reembolsará.

### Información de Autorización de Tarjeta de Crédito del Aprendiz

Yo, \_\_\_\_\_, autorizo al Fideicomiso de Carpinteros del Sudoeste que cobre mi tarjeta de crédito los cargos del hotel en asociación con:

- Impuesto(s) de estancia de una noche y Tarifa(s)

**Tipo de Tarjeta**     - AMEX     - Discover     - Master Card     - Visa

Nombre del titular de la tarjeta: \_\_\_\_\_

Número de tarjeta de crédito: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fecha de Expiración: \_\_\_\_\_ Código de seguridad (3 dígitos) \_\_\_\_\_

Domicilio: \_\_\_\_\_

Al firmar este formulario, usted acepta y autoriza al Fideicomiso de Carpinteros del Sudoeste que cobre su tarjeta de crédito una estancia de una noche y cargos fiscales en o después de la fecha indicada a continuación. Esta es la autorización para una sola transacción solamente y no proporciona autorización para ningún débito o crédito no relacionado adicional a su cuenta.

**Firma del titular de la tarjeta:** \_\_\_\_\_

Al completar y firmar a continuación, confirmo que he leído y entiendo la información anterior. Certifico que toda la información en este formulario es legítima y entiendo que el Fideicomiso de Carpinteros del Sudoeste se reserva el derecho de verificar toda la información proporcionada por el emisor de la tarjeta

**Firma del Aprendiz:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

**Aprobación del Coordinador:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

Si el Aprendiz es menor de edad, se requiere la firma de un padre o tutor para asumir la responsabilidad legal y financiera en nombre de un Aprendiz menor.

**Firma del Padre/Tutor:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_



Bakersfield	<a href="mailto:btc@swctf.org">btc@swctf.org</a>	Denver	<a href="mailto:denver@swctf.org">denver@swctf.org</a>	Las Vegas	<a href="mailto:lasvegas@swctf.org">lasvegas@swctf.org</a>
Buena Park	<a href="mailto:bptc@swctf.org">bptc@swctf.org</a>	Phoenix	<a href="mailto:phoenix@swctf.org">phoenix@swctf.org</a>	Reno	<a href="mailto:reno@swctf.org">reno@swctf.org</a>
Ontario	<a href="mailto:otc@swctf.org">otc@swctf.org</a>	Santa Maria	<a href="mailto:ytc@swctf.org">ytc@swctf.org</a>	Sylmar	<a href="mailto:stc@swctf.org">stc@swctf.org</a>
San Diego	<a href="mailto:sdtc@swctf.org">sdtc@swctf.org</a>	Ventura	<a href="mailto:ytc@swctf.org">ytc@swctf.org</a>	Whittier	<a href="mailto:wtc@swctf.org">wtc@swctf.org</a>
Utah	<a href="mailto:utah@swctf.org">utah@swctf.org</a>				

## Apprentice Travel Request Form

DEPT # \_\_\_\_\_

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

### 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:

NO  (Select one\*) YES  (only fill out the below dates if you are scheduled for 2 weeks of training) 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.
- \*        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, (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 - wtc@swctf.org**

<b>EXPENSE REPORT NAME:</b> (Your name here*)							<b>UBC:</b> (Your UBC # here*)		<b>Date From:</b> (Class start date here*)	<b>To:</b> (Class end date here*)	
<b>Class Name(s):</b> (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 Mileage						
								<b>Total Expense</b>	<b>Total Food Amount</b>		
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:				Mail check to: (Enter your current Home Address)				Coordinator's Signature:			
(You sign here*)								Director's Signature:			