



**SOUTHWEST
CARPENTERS
TRAINING FUND**

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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	stc@swctf.org	Sylmar	stc@swctf.org
San Diego	sdct@swctf.org	Ventura	vtc@swctf.org	Whittier	wtc@swctf.org
Utah	utah@swctf.org				

SKILL • QUALITY • ATTITUDE • PRODUCTIVITY

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: _____

