



WESTERN STATES CARPENTERS TRAINING FUND

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 WSCTF for such training sessions, any hotel costs, and any other costs.

_____ The WSCTF 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 WSCTF 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 WSCTF 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 WSCTF 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 WSCTF 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 Western States Carpenters Training Fund. However, the Western States Carpenters Training Fund requires all apprentices requesting 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 WSCTF 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 Western States 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 Western States 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:** _____

Please Email BOTH travel pages to your training center:

Anchorage – anctc@wscf.org	San Diego – sdtc@wscf.org	Idaho Falls – idahofallstc@wscf.org	Utah – utah@wscf.org
Fairbanks – fbtc@wscf.org	Santa Maria – santamaria@wscf.org	Meridian – meridiantc@wscf.org	Burlington – burlingtontc@wscf.org
Phoenix – phoenix@wscf.org	South L.A. – slatc@wscf.org	Helena – mtc@wscf.org	Dupont – duponttc@wscf.org
Bakersfield – btc@wscf.org	Sylmar – stc@wscf.org	Albuquerque – atc@wscf.org	Kennewick – kennewicktc@wscf.org
Buena Park – bptc@wscf.org	Ventura – vtc@wscf.org	Las Vegas/Reno – lasvegas@wscf.org	Kent – kenttc@wscf.org
Ontario – otc@wscf.org	Whittier – wtc@wscf.org	Portland – ptc@wscf.org	Spokane – spokanetc@wscf.org
Riverside – riverside@wscf.org	Denver – dtc@wscf.org	Tangent – ttc@wscf.org	



Example Form

WESTERN STATES CARPENTERS TRAINING FUND

Apprentice Travel Request Form

DEPT # _____

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

Apprentice Information:

Name: (Your name here) UBC ID: (U1234-5678) Email: (Your E-mail here)
(Name must match that on ID if Flying)

Traveling to: (Your Training Center Here) (If Flying) Birthdate: (ONLY IF FLYING) Cell Phone: (Your Cell Phone # here)

Course Name: (Name of Class Your Taking Here) Start Date: (Class start date here) End Date: (Class end date here)
(Check class letter or Carpenter.org Member portal for correct class name)

Travel Information:

Address: (Your home address here - Address, Street name, Apt/Unit, City, 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) Preferred Departure Time: (ONLY IF FLYING)

Return Date: (ONLY IF FLYING) Preferred Departure Time: (ONLY IF FLYING)

Special Request / Frequent Flyer # (OPTIONAL)

Hotel Stay:

NO YES Check-In Date: (Check-in date here) Check-Out Date: (Check-out date here)
(Check-in date may be as early as the Sunday before class) (check-out date may be no later than the thursday before class ends)

Hotel Stay:

NO YES Check-In Date: _____ Check-Out Date: _____
(Only complete the second set of check in/out dates if attending TWO weeks)

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

Must initial all fields

*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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- * _____ The WSCTF 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 WSCTF 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 WSCTF 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 WSCTF 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 WSCTF for a breach of any of the provisions of this Agreement or any wrongful conduct or negligence in connection with such provisions.

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Apprentice Credit Card Authorization Information

I, **(Print 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

Type of Card - AMEX - Discover - MasterCard - Visa ***Select Card type***

Cardholder Name: **(Name as is on card)**

Credit Card Number: **(Full card #)**

Expiration Date: **(Exp. date)** Security Code (3 Digits) **(cvv/sec. code)**

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

By signing this form, you agree and authorize the Western States 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: **(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 Western States Carpenters Training Fund reserves the right to verify all information provided by the card issuer.

Apprentice Signature: **(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)** **Date:** **(Current date)**

Please Email BOTH travel pages to your training center:

Anchorage – anctc@wscf.org	San Diego – sdtc@wscf.org	Idaho Falls – idahofallstc@wscf.org	Utah – utah@wscf.org
Fairbanks – fbtc@wscf.org	Santa Maria – santamaria@wscf.org	Meridian – meridiantc@wscf.org	Burlington – burlingtontc@wscf.org
Phoenix – phoenix@wscf.org	South L.A. – slatc@wscf.org	Helena – mtc@wscf.org	Dupont – duponttc@wscf.org
Bakersfield – btc@wscf.org	Sylmar – stc@wscf.org	Albuquerque – atc@wscf.org	Kennewick – kennewicktc@wscf.org
Buena Park – bptc@wscf.org	Ventura – vtc@wscf.org	Las Vegas/Reno – lasvegas@wscf.org	Kent – kenttc@wscf.org
Ontario – otc@wscf.org	Whittier – wtc@wscf.org	Portland – ptc@wscf.org	Spokane – spokanetc@wscf.org
Riverside – riverside@wscf.org	Denver – dtc@wscf.org	Tangent – ttc@wscf.org	

