



# Labourers' Training Institute of New Brunswick Inc. Institut de formation des ouvriers du Nouveau-Brunswick Inc



## Policy on travelling to attend training

The Labourers' Training Institute of New Brunswick Inc. is committed to delivering training to every member of Labourers' Union Local 900. We understand that accessing our service is not always close proximity to where our members live and therefore we have put a travelling policy in place to help members attend training classes.

The training classes are set-up in a fashion to service the largest representation of our members in an area throughout the province of New Brunswick.

If a member lives 80 kilometers away from where the training is delivered, he/she will be eligible to receive an allocation to help cover the travelling cost to attend the training. We use google map to calculate the shortest route and use the postal code of the member and the postal code of where the training is delivered to calculate the kilometers.

A member will not be eligible to receive an allocation if the training was delivered in their region and they were unavailable to attend for one reason or another. They will have to wait for the next class in the region or if they choose, they can register for another location and cover their travelling costs themselves.

If members feel entitled to the allocation, they will notify the Training Office Staff at the time they register for a class. The Training Office staff will approve the travelling form and will send payment only after class results are processed and course completion is confirmed.

### **The rates for allocation are as follow:**

81-170 km roundtrip - \$10 per day

171-250 km roundtrip - \$15 per day

251 km and over roundtrip - \$60 per day

Approved by the Board of Directors on October 19, 2015