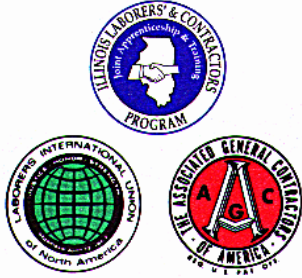


ILLINOIS LABORERS' & CONTRACTORS
JOINT APPRENTICESHIP & TRAINING PROGRAM

1730 750N Avenue
Mount Sterling, Illinois 62353-4521
Phone: (217) 773-2741
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Date: August 28, 2014
To: All Apprentices
From: Ron Litherland, Administrator
In Re: POLICY CHANGE – TRAINEE MILEAGE



Please be advised that the Board of Trustees of the Illinois Laborers' & Contractors Joint Apprenticeship & Training Program has implemented a Trainee Mileage Policy effective September 1, 2014. The prior Trainee Stipend policy will be discontinued as of the September 1, 2014 date.

Highlights of this policy include:

- Trainees who actually drive a vehicle to attend training courses shall be reimbursed mileage to and from the ***Trainee's place of residence*** (on file at Training Fund Office), and the ***Training Facility*** where the course is being conducted.
- No trainee mileage will be reimbursed to any trainee who does not physically drive to and from a Training Facility.
- Reimbursable mileage **ONLY INCLUDES** the travel distance between ***Trainee's place of residence*** and the ***Training Facility***. Subject to the limit listed below, a Trainee may be reimbursed mileage for multiple trips (commuter students), incurred for traveling between their residence and the Training Facility. ***All other mileage is deemed a personal expense and is NOT reimbursable.***
- ***Reimbursable mileage rate has been set by the Board of Trustees at \$.50 cents per mile, with the maximum reimbursement for mileage per Trainee/ per class at \$150.00.***
- Mileage will only be reimbursed for a Trainee attending a four (4) or five (5) day training course which requires the Trainee to travel to a Training Facility.
- Lodging will continue to be offered to those students who travel a great distance; however those students will receive only one (1) round-trip mileage per week, subject to the mileage limit of \$150.00.
- As is current policy, all apprentices are required to have current work hours on file in the Fund Office at the time of class. If apprentice has delinquent hours, they **WILL NOT RECEIVE TRAINEE MILEAGE ALLOWANCE.**

I would ask for your cooperation and assistance as we begin implementation of this new policy, and ask that any questions be directed to the Fund Office in Mt. Sterling, or to the Site Facility Manager at any of our satellite facilities in Stanford, Marion, or Edwardsville.

RML:mmp

Encl