



TMTIEA TRAINING FUND

REIMBURSEMENT GUIDELINES 2022

TO QUALIFY, APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

- Be a Trotter & Morton Technologies Incorporated Employee's Association member in good standing.
 - submitting a claim.
 - Have returned to Trotter & Morton Technologies Inc. immediately after completing your course or school block.
- After meeting the above requirements, the member will be reimbursed up to \$400 per year of membership.
 - A member can submit one claim form per calendar year when they reach their hiring anniversary month.
 - If no claim is submitted before the end of the calendar year, the member will have to wait until their hiring anniversary month in the following year.
 - Any claims submitted before a member's hiring anniversary month will be returned, unpaid, and will need to be resubmitted at the correct time.

Items Eligible to Claim:

Most educational/Health/Wellness related courses, tools, workwear, musical instruments, electronic tablets/computers (not cell phones), health and wellness equipment and/or memberships (member only or family membership).

Due to financial difficulties incurred by members during this Pandemic, we are allowing members to claim their balance as Covid 19 relief for 2022. If you wish to claim for this, please just enter Covid 19 as the description of the item.

How to Claim:

- Complete all details on the form.
- All items must be listed individually in the table, with the non-GST cost.
- Make sure the form is signed, or it will be returned.
- Scan and email the form and receipt(s) to Treasurer@TMTIEA.com

*In the event, you are laid off by Trotter and Morton, and have not been employed for one year, your reimbursement for will be pro rated for the number of months you were employed @ per calendar month.

**In the event, you are laid off by Trotter and Morton, and have been employed for over one year, your reimbursement for will be pro rated for the number of months you were employed @ \$ per calendar month, and added to any previously unclaimed funds.

YOU HAVE UP TO 30 DAYS TO SUBMIT YOUR CLAIM FORM AFTER YOU HAVE BEEN LAID OFF.

2022 TMTIEA REIMBURSEMENT CLAIM FORM

Please read guidelines before completing, changes in effect for 2022.

Name:

Date:

Street Address:

City:

Postal Code:

Hire Date:

Lay-Off Date:

E-Mail:

Phone #:

Current Site:

Foreman:

Please list all items being claimed, individually.

<u>Item</u>	<u>Cost (no tax)</u>

<u>Item</u>	<u>Cost (no tax)</u>

Use additional sheets if required

Preferred method of Payment	
-----------------------------	--

Signature: _____

**I certify all the information is correct and accurate

This Section for Office Use Only			
Date Received:		Received By:	
Approved:		Date Processed:	
Treasure's Signature		Amount:	
E-Trans ID		Cheque #	

Please save and send a copy of the complete form to treasurer@tmtiea.com OR click the "Submit" button below to send via E-Mail