



# **TMTIEA TRAINING FUND REIMBURSEMENT GUIDELINES 2025**

## **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).

**Please note.... You Cannot use "Covid Relief" to claim your 2025 Training Fund Reimbursement. Please ensure to attach ALL RECEIPTS to your claim form and if you are unsure what you can claim please reach out to Eric Seabrook - [treasurer@tmtiea.com](mailto:treasurer@tmtiea.com)**

## **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](mailto:Treasurer@TMTIEA.com)
- **Claim can take up to 30 days to be approved and processed.**

\*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.**

# 2025 TMTIEA REIMBURSEMENT CLAIM FORM

Please read guidelines before completing

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>
Total of <b>ALL</b> items ( <b>TAX INCL</b> )	

Use additional sheets if required

Preferred method of Payment	
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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](mailto:treasurer@tmtiea.com) OR click the "Submit" button below to send via E-Mail