



WBFAA Unilateral Apprenticeship & Training Committee

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Apprentice Lab Reimbursement

Apprentices are eligible for mileage reimbursement if their mileage exceeds 80 miles roundtrip.

If a student has additional expenses (lodging, etc), please submit copies of receipts to the WBFAA UATC for reimbursement before the Thursday following the lab.

The WBFAA UATC writes checks on the 15th and 30th of each month. Reimbursement requests must be submitted by the 10th and 25th to be included in the upcoming billing cycle.

Reimbursements will be sent to the residence of each apprentice approximately three weeks after submission.

Apprentice Name: _____

Lab Date: _____

Semester: _____

Home Address:

Lab Location Address:

Your reimbursement check will be sent to the address you have on file with the WBFAA. If you would like it sent elsewhere please clearly write the address in below:

Trip Total Miles ___ - 80 = ___ x .40 = \$ ___

Payable to: _____

*Expense Description: Lab travel – Mileage to and from lab location

Please send check to:

