



Instructor Training Participant Travel Expenses & Reimbursement Policy

Per Diem

Effective September 1, 2014, a flat rate per diem will be sent to and processed through the participant's JATC. The amount of the per diem will be based on the General Services Administration (GSA) per diem rate for the location of the meeting, training, or other requested work on behalf of the iTi. Please go to www.gsa.gov/perdiemrates for the most current GSA per diem rates for the meeting location. First & last day (travel days) are calculated at 75% of the per day rate. If meals are provided during the program, the applicable GSA amount will be deducted from the participant's daily per diem amount. Please refer to the "Meals and Incidental Expense Breakdown" (M&IE) chart at www.gsa.gov/portal/content/101518 to get the meal deduction amount. (Also please see the Example below). Please Note: local participants are not eligible for per diem unless they stay in the ITI contracted hotel or live more than 50 miles, one way, from the training center.

Per Diem EXAMPLE:

Instructor John Doe is going to attend an ITI Instructor Training Class in Las Vegas, Nevada from 10/9/16 to 10/15/16. The following is how his per diem would be calculated:

2016 GSA Per Diem Rate for Las Vegas: \$64 per day

2016 GSA Allowance for Lunch: \$16 per day

10/9/16: \$48.00 (Travel day, \$64 X .75)
 10/10/16: \$48.00 (Event Day, Lunch Provided, \$64-\$16)
 10/11/16: \$48.00 (Event Day, Lunch Provided, \$64-\$16)
 10/12/16: \$48.00 (Event Day, Lunch Provided, \$64-\$16)
 10/13/16: \$48.00 (Event Day, Lunch Provided, \$64-\$16)
 10/14/16: \$48.00 (Event Day, Lunch Provided, \$64-\$16)
 10/15/16: \$48.00 (Travel day, \$64 X .75)

Total Amount Paid to JATC: \$336.00

Travel

Two travel options are available to Participants.

Option 1: Prepaid Airline Ticket Purchased by iTi for Participants

Participants should carefully identify the preferred airport of departure on their application. Tickets will be purchased through the Sheet Metal Transportation Corporation to match the selected airport. Any changes after the purchase will be at the expense of the Participant.

Option 2: Travel Stipend for Training Programs

A Participant selecting this option is required to plan his/her travel to insure full participation in the program. The Participant will be reimbursed at the current IRS rate OR the lowest supersaver airfare available to the iTi, whichever is less. The iTi will make this calculation and you will receive a travel check at the end of the class. By law, the Internal Revenue Service requires that the International Training Institute report payments to any individual in excess of \$599. This includes all stipends and per diem. Any Individual



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receiving a combined amount over the threshold will receive a 1099-M from the ITI at the end of the year. Please consult a tax professional with any questions regarding 1099 reporting.

iTi pays for participant transportation to/from the training facility each day.

Mileage cannot be claimed for local transportation in the meeting site vicinity.

When air travel is required, no baggage cost is reimbursable.

Other reasonable expenses incurred for iTi business must be pre-approved by the iTi Administrator if they are to be reimbursed.

Lodging

The iTi will contract and pay the hotel room and tax for each participant. Participants will be responsible for room service, telephone calls, and other incidental charges. Note – A participant, who chooses to (1) arrive early or (2) depart after the training program schedule, is responsible for paying the extra night(s) of lodging.

A Joint Labor Management Program



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