

ANIMATION GUILD
2012-2013 CSATTF SKILLS TRAINING
GRANT APPLICATION
LA Valley College IDEAS Workshop

These forms are to be used to apply for grants to take the indicated Los Angeles Valley College IDEAS Workshop classes only. This grant is only for classes that begin between February 1, 2012 and January 31, 2013. Other grants are available for members to be reimbursed for classes at **Animation Mentor**, **fxphd** and **Studio Arts**. These grants are not available for any other schools or courses.

These grants are for partial reimbursement of class fees. You will have to pay LAVC IDEAS Workshop the full class fee in advance*, and then you will be reimbursed by CSATTF upon successful completion. *You must complete a separate application for each class.*

1. Before you complete and submit these forms, contact LAVC IDEAS Workshop to determine if the class you're interested in is really what you're looking for, if it will be available on a day and time when you can take it, and if you meet the prerequisites.

Dan Watanabe
Los Angeles Valley College IDEAS Workshop
5800 Fulton Avenue
Valley Glen, California 91401
(818) 947-2453
email: ideas@lavc.edu
<http://www.lavc.edu/ideas>

2. Once LAVC IDEAS Workshop has confirmed that the classes you want are available to you, fill out the attached forms. The entire application must be completed and submitted. Ignore all references on the forms to the "IATSE Basic Agreement" or the "online roster". You will have to show proof of thirty days' employment in the last two years at an employer signed either to a TAG collective bargaining agreement or an IATSE collective bargaining agreement under TAG's jurisdiction. Non-union employment does not count. Your application will expire if the class is not taken within ninety days of its approval, so please do not apply for more classes than you can reasonably expect to take in that period. Submit all completed forms to:

Kimberly Kemp, Training Programs Administrator
Contract Services Administration Training Trust Fund (CSATTF)
2800 Winona Avenue (between Hollywood Way & San Fernando)
Burbank, CA 91504
phone (818) 847-0040 ext. 1260
fax (818) 847-0070
email: skillstraining@csatf.org

Do not return these forms to the Animation Guild or to LAVC IDEAS Workshop. Please contact Kimberly Kemp if you have any questions about these forms.

2800 WINONA AVENUE
BURBANK, CA 91504



T 818.847.0040
F 818.847.0048
www.csatf.org

Approved Skills Training for 2012/2013
Multi Local #44, 399C, 600, 695, 705, 706, 729, 755, 800, 839, 871 & 892
Vendor Provided Training

SKILLS TRAINING APPLICATION / COURSE PRE-APPROVAL FORM

Eligibility: In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. Non-Roster Classification individuals, please see "Special Notes" located on the Reimbursement Acknowledgement Form.

In order to attend CSATTF Skills Training courses, your Skills Training Application **must** be approved by CSATTF **prior** to taking the requested course. You will receive written notification, via e-mail, from CSATTF indicating approval or denial. You are not eligible until you have received pre-approval notification from CSATTF. All approved applications will have expiration dates. **Training must commence before the expiration date indicated on your notification of approval. NO EXCEPTIONS WILL BE MADE.**

The Skills Training Application consists of the following three (3) forms:

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

All forms **MUST** be completed, signed, and returned as instructed below. Please allow 1-2 weeks for processing.

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: _____ SSN: _____ Local/Classification: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____ E-mail Address: _____

Course Name (one course per application): _____ Course Number: _____

At the completion of the Skills Training course, you will be asked to complete an anonymous electronic survey of your experience in the program. We request that you complete the survey and appreciate your cooperation.

I have read and understood the CSATTF Skills Training Application and Reimbursement Guidelines (where applicable), and I hereby agree to abide by all of the terms and conditions contained therein.

Applicant Signature: _____ Date: _____

For pre-approval determination, please return all forms to CSATTF via e-mail to Kkemp@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Form I-9 Date: _____ Safety: _____ Completed by: _____

Skills Training Application Expires: _____ Application Approved Application Denied

2800 WINONA AVENUE
BURBANK, CA 91504

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F 818.847.0048
www.csatf.org



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Vendor Provided Training

SKILLS TRAINING APPLICATION/REIMBURSEMENT ACKNOWLEDGEMENT FORM

In order to attend Skills Training, you must be in good standing, showing on Online Roster for the appropriate participating local union and classification (please see "Special Notes" below). You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access.

Skills Training Application consists of three (3) forms (one course per application):

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

Skills Training Application questions: 818.847.0040 extension 1260.

For training dates, course content and scheduling questions, please contact the vendors on the attached list.

Special Notes:

Industry Experience Roster (IER) Classification for Locals #44, 399C, 600, 695, 705, 706, 729, 800, & 871: To be eligible for pre-approval and 2/3 reimbursement from CSATTF, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access.

Non IER Classifications for Local # 399C, 600, 755, 800, 839 & 892: To be eligible for pre-approval and 2/3 reimbursement from CSATTF, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check your standing at: www.csatf.org, left navigation under Online Roster, click on General Access. If your name is not reflected on the Online Roster, please provide proof of at least 30 Union workdays of applicable AMPTP Producer/IATSE Basic Agreement or AMPTP Producer/ Local #399C, 755 or IATSE Local #600 or 839 covered employment within the past two years. You must include, along with your pre-approval application, an employment verification letter from a payroll company or an employer showing your exact work dates, job classification and social security number OR copies of supporting pay stubs showing actual work time (sick or vacation time is not eligible). *****Please Note***** More than one form of employment verification may be needed for pre-approval. Your application will be denied if no employment verification is submitted.

Reimbursement Guidelines:

Request for reimbursements are subject to the "Reimbursement Policy", as set forth on the attached "Reimbursement Guidelines, Policy, and Requests Form". The specific training course must have been approved in advance, by CSATTF. Non-approved courses will not be reimbursed. The entire course must be successfully completed in order to receive reimbursement. Incomplete or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion date in order to be eligible for reimbursement.

2012/2013 Skills Training courses for Local #44, 399C, 600, 695, 705, 706, 729, 755, 800, 839, 871 & 892:

See the attached list(s) of approved classes and vendors that qualify for reimbursement.

I, _____, have read and understood the CSATTF Skills Training Application,
Print Name

Special Notes and Reimbursement Guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

Signature of Applicant: _____ **Date:** _____

**Contract Services Administration Training Trust Fund ("CSATTF") 2012/2013 Approved Skills Training
Multi Locals 44, 399C, 695, 705, 706, 729, 755, 800, 839, 871 and 892**

Course Selection Form - Studio Arts/IDEAS Workshop (One selection per form, you MUST check one and only one selection)

Studio Arts (323)227-8776 http://www.studioarts.tv			Studio Arts Cont..			Studio Arts Cont..					
<input type="checkbox"/>	AC101	AutoCAD for Macintosh	\$ 1,500.00	<input type="checkbox"/>	DG250	Digital Color Styling	\$ 750.00	<input type="checkbox"/>	NU101	Nuke 101	\$ 1,500.00
<input type="checkbox"/>	AD101	Director 101	\$ 1,500.00	<input type="checkbox"/>	EX101	Microsoft Excel for Production	\$ 1,500.00	<input type="checkbox"/>	NU201	Nuke 201	\$ 1,500.00
<input type="checkbox"/>	AE101	After Effects 101 (AE101-OL)	\$ 1,500.00	<input type="checkbox"/>	FA101	Flash 101	\$ 1,500.00	<input type="checkbox"/>	PRE101	Previs 101	\$ 1,500.00
<input type="checkbox"/>	AE201	After Effects 201	\$ 1,500.00	<input type="checkbox"/>	FA201	Flash 201	\$ 1,500.00	<input type="checkbox"/>	PS101	Photoshop 1 (PS101-OL)	\$ 1,500.00
<input type="checkbox"/>	AE301	After Effects 301	\$ 750.00	<input type="checkbox"/>	FCP101	Final Cut Pro 101 (FCP 01-OL)	\$ 1,500.00	<input type="checkbox"/>	PS125	Photography Retouching and FX	\$ 750.00
<input type="checkbox"/>	AE350	After Effects 350 - Adv FX	\$ 750.00	<input type="checkbox"/>	FCP201	Final Cut Pro 201	\$ 750.00	<input type="checkbox"/>	PS130	Photoshop for Costume Department	\$ 1,500.00
<input type="checkbox"/>	AE375	After Effects 375 - Rotoscoping	\$ 750.00	<input type="checkbox"/>	FMP101	Filemaker Pro 101	\$ 1,500.00	<input type="checkbox"/>	PS150	Photoshop for Art Department	\$ 1,500.00
<input type="checkbox"/>	AM115	Motion 1	\$ 750.00	<input type="checkbox"/>	FMP201	Filemaker Pro for Script Supervisors	\$ 1,500.00	<input type="checkbox"/>	PS160	Photoshop for Continuity and Basic Graphics	\$ 1,500.00
<input type="checkbox"/>	AMC101	Avid Media Composer 1	\$ 1,500.00	<input type="checkbox"/>	GE101	Google Earth (GE101-OL)	\$ 750.00	<input type="checkbox"/>	PS200	Photoshop for Animation	\$ 1,500.00
<input type="checkbox"/>	AMC201	Avid Media Composer 2	\$ 1,500.00	<input type="checkbox"/>	IL101	Illustrator 1 (IL101-OL)	\$ 1,500.00	<input type="checkbox"/>	PS201	Photoshop 2	\$ 1,500.00
<input type="checkbox"/>	AP101	Adobe Premiere 101	\$ 1,500.00	<input type="checkbox"/>	IL201	Illustrator 2	\$ 1,500.00	<input type="checkbox"/>	PS220	Painting with Photoshop	\$ 1,500.00
<input type="checkbox"/>	ART175	Digital Workflows	\$ 1,500.00	<input type="checkbox"/>	IL250	Illustrator for Animation	\$ 1,500.00	<input type="checkbox"/>	PS235	Photoshop with Maya	\$ 750.00
<input type="checkbox"/>	ART250	Digital Design & Illustration	\$ 1,500.00	<input type="checkbox"/>	IL275	Illustrator for Designers	\$ 1,500.00	<input type="checkbox"/>	PS245	Digital Makeup	\$ 750.00
<input type="checkbox"/>	ART350	Digital Storyboarding	\$ 1,500.00	<input type="checkbox"/>	LM101	Luxology Modo 1 (LM101-OL)	\$ 1,500.00	<input type="checkbox"/>	PS250	Photoshop for Makeup and Hairstyling	\$ 1,500.00
<input type="checkbox"/>	ART375	Creature Design Workshop	\$ 1,500.00	<input type="checkbox"/>	LM201	Luxology Modo 2 (LM201-OL)	\$ 1,500.00	<input type="checkbox"/>	PS310	Digital Mattes	\$ 1,500.00
<input type="checkbox"/>	ART425	Digital Set Decoration	\$ 1,500.00	<input type="checkbox"/>	MA101	Maya 101 (MA101-OL)	\$ 1,500.00	<input type="checkbox"/>	PS360	Power Photoshop	\$ 1,500.00
<input type="checkbox"/>	ART450	Character Layout & Design	\$ 750.00	<input type="checkbox"/>	MA110	CG Character Animation	\$ 1,500.00	<input type="checkbox"/>	PS375	Photoshop 3D and Advanced Subjects	\$ 750.00
<input type="checkbox"/>	ART475	3D Storyboarding & Rough Layout	\$ 1,500.00	<input type="checkbox"/>	MA140	CG Lighting	\$ 1,500.00	<input type="checkbox"/>	PS410	Photoshop for Compositing	\$ 1,500.00
<input type="checkbox"/>	BON101	Bonzai 101	\$ 1,500.00	<input type="checkbox"/>	MA150	CG Modeling 1 - Basics (MA150-OL)	\$ 1,500.00	<input type="checkbox"/>	PXR101	Renderman 101	\$ 1,500.00
<input type="checkbox"/>	C4D101	Cinema 4D 101 (C4D101-OL)	\$ 1,500.00	<input type="checkbox"/>	MA180	CG Dynamics, FX and Systems	\$ 1,500.00	<input type="checkbox"/>	RC110	Red Camera Basics	\$ 750.00
<input type="checkbox"/>	C4D201	Cinema 4D 201	\$ 1,500.00	<input type="checkbox"/>	MA201	Maya 201	\$ 1,500.00	<input type="checkbox"/>	RC210	Red Camera Workflow in Post	\$ 750.00
<input type="checkbox"/>	CC110	3CP-Color Correction Intro	\$ 1,500.00	<input type="checkbox"/>	MA215	Animation Mechanics	\$ 1,500.00	<input type="checkbox"/>	RH101	Rhino 101 (RH101-OL)	\$ 1,500.00
<input type="checkbox"/>	CC210	3CP-Digital Intermediate	\$ 750.00	<input type="checkbox"/>	MA240	CG Camera & Layout	\$ 750.00	<input type="checkbox"/>	RH201	Rhino 201 (RH201-OL)	\$ 1,500.00
<input type="checkbox"/>	CD101	Concept Design 101	\$ 1,500.00	<input type="checkbox"/>	MA250	CG Modeling 2 - Organic Characters	\$ 1,500.00	<input type="checkbox"/>	RH275	Rhino 275 - Props and Models	\$ 1,500.00
<input type="checkbox"/>	CD201	Concept Design 201	\$ 1,500.00	<input type="checkbox"/>	MA290	CG Rigging	\$ 1,500.00	<input type="checkbox"/>	RH300	Rhino 300 - Advanced Subjects	\$ 1,500.00
<input type="checkbox"/>	CM200	Stereoscopic 3D Film Production & Post	\$ 750.00	<input type="checkbox"/>	MA333	MotionBuilder 101	\$ 1,500.00	<input type="checkbox"/>	SK101	SketchUp Pro 101 (SK101-OL)	\$ 1,500.00
<input type="checkbox"/>	CMS101	Creating for New Media - Online	\$ 1,500.00	<input type="checkbox"/>	MA340	CG Rendering	\$ 1,500.00	<input type="checkbox"/>	SK201	SketchUp Pro 201 (SK201-OL)	\$ 1,500.00
<input type="checkbox"/>	CP101	Corel Painter 101 (CP101-OL)	\$ 1,500.00	<input type="checkbox"/>	MA375	CG Textures	\$ 1,500.00	<input type="checkbox"/>	SK301	SketchUp Pro 301	\$ 1,500.00
<input type="checkbox"/>	CP220	Painting with Corel Painter	\$ 1,500.00	<input type="checkbox"/>	MA390	CG Scripting - Python/MEL	\$ 1,500.00	<input type="checkbox"/>	SK375	Google Layout (SK375-OL)	\$ 1,500.00
<input type="checkbox"/>	CP250	Digital Life Drawing & Painting	\$ 1,500.00	<input type="checkbox"/>	MAC101	Mac OS - Overview	\$ 750.00	<input type="checkbox"/>	SW101	Solidworks 101	\$ 1,500.00
<input type="checkbox"/>	CPP101	Costume Plot Pro w/MT Pro	\$ 1,500.00	<input type="checkbox"/>	MAC201	Mac OS - Creative Workflows	\$ 750.00	<input type="checkbox"/>	TB110	Toon Boom 1 (TB110-OL)	\$ 1,500.00
<input type="checkbox"/>	DC110	Digital Intermediate	\$ 750.00	<input type="checkbox"/>	MB110	Mudbox 1	\$ 750.00	<input type="checkbox"/>	TB210	Toon Boom 2	\$ 1,500.00
<input type="checkbox"/>	DF101	Digital Fusion 101	\$ 1,500.00	<input type="checkbox"/>	MCP101	Motion Capture 101	\$ 1,500.00	<input type="checkbox"/>	TB310	Toon Boom Storyboard Pro	\$ 1,500.00
<input type="checkbox"/>	DF201	Digital Fusion 201	\$ 1,500.00	<input type="checkbox"/>	MV101	Matchmoving 101	\$ 1,500.00	Additional courses listed on the next page...			

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Course Selection Form - Studio Arts/IDEAS Workshop (One selection per form, you MUST check one and only one selection)

Studio Arts Cont..				IDEAS Workshop Cont..				<input type="checkbox"/>	RHH01	Rhino Hands-On 1	\$ 120.00
<input type="checkbox"/>	VW101	Vectorworks 101 (VW101-OL)	\$ 1,500.00	<input type="checkbox"/>	DWGT1	Dreamweaver Grand Tour	\$ 120.00	<input type="checkbox"/>	RHH02	Rhino Hands-On 2	\$ 120.00
<input type="checkbox"/>	VW201	Vectorworks 201	\$ 1,500.00	<input type="checkbox"/>	DWH01	Dreamweaver Hands-On 1	\$ 120.00	<input type="checkbox"/>	SUH01	SketchUp Hands-On 1	\$ 120.00
<input type="checkbox"/>	VW301	Vectorworks 301	\$ 1,500.00	<input type="checkbox"/>	FL1D1	Flash	\$ 100.00	<input type="checkbox"/>	SUH02	SketchUp hands-On 2	\$ 120.00
<input type="checkbox"/>	ZA100	Z Academy - Figure Drawing	\$ 750.00	<input type="checkbox"/>	GEHO1	Google Earth Hands-On 1	\$ 120.00	<input type="checkbox"/>	SU1D1	SketchUp Intensive	\$ 100.00
<input type="checkbox"/>	ZA125	Z Academy - Figure Painting	\$ 750.00	<input type="checkbox"/>	GEHO2	Google Earth Hands-On 2	\$ 120.00	<input type="checkbox"/>	TCA1D1	Technological Changes A	\$ 100.00
<input type="checkbox"/>	ZA150	Z Academy - Head Drawing	\$ 750.00	<input type="checkbox"/>	GE1D1	Google Earth Intensive	\$ 120.00	<input type="checkbox"/>	TCA1	Technological Changes A-1	\$ 120.00
<input type="checkbox"/>	ZA160	Z Academy - Color Theory	\$ 750.00	<input type="checkbox"/>	ILGT1	Illustrator Grand Tour	\$ 120.00	<input type="checkbox"/>	TCB1D1	Technological Changes B	\$ 100.00
<input type="checkbox"/>	ZA175	Z Academy - Anatomy	\$ 750.00	<input type="checkbox"/>	ILHO1	Illustrator Hands-On 1	\$ 120.00	<input type="checkbox"/>	TCB1	Technological Changes B - 1	\$ 120.00
<input type="checkbox"/>	ZA190	Z Academy - Perspective Drawing	\$ 750.00	<input type="checkbox"/>	ILT10	Illustrator Topics 1	\$ 120.00	<input type="checkbox"/>	TSHO1	T-Splines	\$ 120.00
<input type="checkbox"/>	ZA220	Z Academy - Entertainment Layout Design	\$ 750.00	<input type="checkbox"/>	ILT20	Illustrator Topics 2	\$ 120.00	<input type="checkbox"/>	CP1D1	Wordpress	\$ 100.00
<input type="checkbox"/>	ZB101	Zbrush 101 (ZB101-OL)	\$ 1,500.00	<input type="checkbox"/>	IL1D1	Illustrator Upgrade	\$ 100.00	<p><i>In order to attend Skills Training courses, your Skills Training Application MUST be pre-approved by CSATTF prior to taking the requested course. You are not approved until you have received written notification, via email, from CSATTF.</i></p> <p><i>The Skills Training Application consists of three (3) forms. All forms MUST be completed, signed and returned to CSATTF.</i></p> <p align="center"> 1. Course Pre-Approval Form 2. Course Selection Form 3. Reimbursement Acknowledgement Form </p>			
<input type="checkbox"/>	ZB150	Intro to Maya for Zbrush Users	\$ 1,500.00	<input type="checkbox"/>	MYGT1	Maya Grand Tour	\$ 120.00				
<input type="checkbox"/>	ZB201	Zbrush 201	\$ 1,500.00	<input type="checkbox"/>	MYHO1	Maya Hands-On 1	\$ 120.00				
<input type="checkbox"/>	ZB230	Zbrush to Maya - Character Pipeline	\$ 1,500.00	<input type="checkbox"/>	MYHO2	Maya Hands-On 2	\$ 120.00				
<input type="checkbox"/>	ZB350	Zbrush 350 - Digital Life Sculpting	\$ 1,500.00	<input type="checkbox"/>	MYT10	Maya Topics 1	\$ 120.00				
<input type="checkbox"/>	ZB375	Zbrush 375 - Conceptual Design	\$ 1,500.00	<input type="checkbox"/>	MYT20	Maya Topics 2	\$ 120.00				
<input type="checkbox"/>	ZB450	Zbrush 450 - DLS 2	\$ 1,500.00	<input type="checkbox"/>	MY1D1	Maya Upgrade	\$ 100.00				
<input type="checkbox"/>	ZB525	Zbrush 525 - DLS 3	\$ 1,500.00	<input type="checkbox"/>	MM1D1	Mobile Media for Productions	\$ 100.00				
<input type="checkbox"/>	ZB575	Zbrush 575 - Texturing and Painting	\$ 1,500.00	<input type="checkbox"/>	PSGT1	Photoshop Grand Tour	\$ 120.00				
IDEAS Workshop (818)778-5569				<input type="checkbox"/>	PSHO1	Photoshop Hands-On 1	\$ 120.00				
http://www.lavc.edu				<input type="checkbox"/>	PSHO2	Photoshop Hands-On 2	\$ 120.00				
<input type="checkbox"/>	AEGT1	After Effects Grand Tour	\$ 120.00	<input type="checkbox"/>	PST10	Photoshop Topics 1	\$ 120.00				
<input type="checkbox"/>	AEHO1	After Effects Hands-On 1	\$ 120.00	<input type="checkbox"/>	PST20	Photoshop Topics 2	\$ 120.00				
<input type="checkbox"/>	AET10	After Effects Topics 1	\$ 120.00	<input type="checkbox"/>	PS1D1	Photoshop Upgrade	\$ 100.00				
<input type="checkbox"/>	AET20	After Effects Topics 2	\$ 120.00	<input type="checkbox"/>	PRGT1	Premier Grand Tour	\$ 120.00				
<input type="checkbox"/>	AE1D1	After Effects Upgrade	\$ 100.00	<input type="checkbox"/>	PRHO1	Premier Hands-On 1	\$ 120.00				
<input type="checkbox"/>	CC101	Computer Cornerstones 1	\$ 120.00	<input type="checkbox"/>	PRT10	Premier Topics 1	\$ 120.00				
<input type="checkbox"/>	CC102	Computer Cornerstones 2	\$ 120.00	<input type="checkbox"/>	PRT20	Premier Topics 2	\$ 120.00				
<input type="checkbox"/>	CC103	Computer Cornerstones 3	\$ 120.00	<input type="checkbox"/>	PR1D1	Premier Upgrade	\$ 100.00				
<input type="checkbox"/>	CC104	Computer Cornerstones 4	\$ 120.00	<input type="checkbox"/>	PTGT1	Pro Tools Grand Tour	\$ 120.00				
<input type="checkbox"/>	CP1D1	Creating Your Web Presence	\$ 100.00	<input type="checkbox"/>	PTHO1	Pro Tools Hands-On 1	\$ 120.00				
<input type="checkbox"/>	DP1D1	Digital Portfolio	\$ 100.00	<input type="checkbox"/>	RHGT1	Rhino Grand Tour	\$ 120.00				

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Vendor Provided Training

REIMBURSEMENT GUIDELINES, POLICY AND REQUESTS FORM

Reimbursement Guidelines:

- The specific training course must have been pre-approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed.
- The entire course must be successfully completed in order to receive reimbursement; incomplete or unsuccessfully completed courses will not be reimbursed.
- Complete one "Request for Reimbursement Form" per course.
- The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after course completion date.
- Request for reimbursements are subject to the "Reimbursement Policy," set forth below.

CSATTF Reimbursement Policy:

This program, which is administered by Contract Services Administration Training Trust Fund (the "Fund") on behalf of your employers, has been created to provide reimbursements to you (or payments to vendors) for certain eligible training expenses that you incur in connection with your employment. This program is an accountable plan as provided in Internal Revenue Code Section 62(a) (2) (A) and the Treasury Regulations promulgated there under. To ensure that you (or the vendors providing you with training) receive prompt reimbursement for your eligible employment related expenses, you must meet several requirements.

You will need to provide the Fund with substantiation or proof that you, in fact, incurred the expenses for which you are receiving reimbursement (or for which the Fund is making payments to vendors). This substantiation must be submitted to the Fund within a reasonable time after the expense is incurred. For example, if you submit your substantiation within 45 days of incurring the expense or of completion of the training, whichever is later, that will be considered to be a reasonable time.

You will also need to return to the Fund any excess reimbursement that is made to you. In other words, if you discover that the Fund has paid you too much as a reimbursement, you must return the excess to the Fund within a reasonable time after you discover this error. If you have any questions, please call the Fund at 818.847.0040, extension 1260 and we will be happy to assist you.

Request for Reimbursement Form: *Please allow 2 to 4 weeks for processing your reimbursement request.*

Please submit one completed "**Request for Reimbursement Form**" per course and return it with the following items:

- A signed Certificate of Completion issued by the vendor, that includes the course description and vendor's name or submit a letter from the vendor indicating successful course completion.
- Proof of Payment: Either a copy of the applicant's original credit card receipt/credit card statement, a copy of the front & back of the canceled check or additional information if requested. Note: Receipts for cash payments are not eligible for reimbursement.
- A copy of the vendor invoice or a copy of the attendance record.

Name: _____ SSN: _____ Local: _____

Address: _____ City: _____ State: _____ Zip: _____

Course Name: _____ Date Completed: _____

Contact Number: _____ E-mail Address: _____

You may submit your "Request for Reimbursement Form" with documentation via e-mail to Kkemp@csatf.org, or fax or U.S. Mail.

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260
Fax Number: 818.847.0048

FOR OFFICE USE ONLY

Reimbursement Approved Date: _____ Course Cost: \$ _____

Reimbursement Amount (2/3rds): \$ _____ Approved by: _____ Code: _____