



## BOILERMAKER & PIPEFITTER TRAVEL / PER DIEM ALLOWANCE 2018 IOL STRATHCONA APPLICATION

<b>Employee Name</b>	<b>Badge #</b>
<b>Travel Date</b>	<b>Date of Application</b>
<b>Trade &amp; Site</b>	<b>Supervisor</b>

In making application for the Travel Protocol (Shutdowns/Turnarounds) I agree to be bound by all terms and conditions established under the Travel Protocol (Shutdowns/Turnarounds).

I agree and understand that:

- I must reside greater than 100km from the Edmonton City Hall or outside of Alberta to obtain travel and or per diem allowances
- Travel Allowance and or Per Diem rate will only apply to Boilermaker and Pipefitter trades, including Boilermaker Welders and Pipefitter Welders.
- I must have successfully passed a drug and alcohol test that complies with the requirements under the Canadian Model Policy in addition any other mandatory site pre- requisites prior to being paid any travel Allowance. It is recommended that I complete such tests before booking travel.
- The Travel Allowance amounts are designed to recover all or most of the expected costs related to air fare from the home local area to the job site. The Per Diem allowance is intended to cover cost associated with meals and accommodations. These travel allowances are fixed amounts and no additional amounts will be paid for any other expenses the worker may incur coming to the job site or returning.
- I understand that this protocol is outside the collective agreement and therefore contains no collective agreement obligations. The Travel Allowance Protocol terms and conditions are provided at the sole discretion of the customer and TAMS and may be implemented and/or withdrawn at any time.

Please check the allowance (s) you are applying for:

**Travel Allowance:**

- I must provide proof of applicable travel costs and proof of residency (examples below) for travelling to the job site within 7 days of the job start date to be eligible for Travel Allowance. Any travel outside of this time frame will not qualify for the allowances.
- I must be traveling from my home local area to qualify for initial travel in Allowance. I cannot qualify if I am already working in Edmonton or the Strathcona Refinery.
- Sixty percent (60%) of initial travel allowance will be paid on the first pay cheque and the balance, forty percent (40%) will be paid at job completion during lay-offs. 100% of the return travel out will be paid on the pay cheque following the project completion layoff.
- If I quit or I am terminated for cause, I lose any outstanding portion of my travel allowance.
- Travel Allowance will be paid at the following rates based on my home local area:

<b>Travel Allowance within Canada</b>	<b>Rate for Travel from Residence to Edmonton (Travel In)</b>	<b>Rate for Travel from Edmonton to Residence (Travel Out)</b>
Alberta ( distances greater than 100km per direction from Edmonton City Hall)	\$200	\$200
British Columbia	\$500	\$500
Saskatchewan	\$500	\$500
Manitoba	\$600	\$600
Ontario, Quebec, Yukon, North West Territories	\$800	\$800
New Brunswick, Nova Scotia, P.E.I., Newfoundland	\$900	\$900



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**Per Diem Allowance:**

- Per Diem allowance is payable at \$140/day and shall be paid each day on the job until project completion.
- I must provide proof of residency (examples below) be eligible for Per Diem.

**Your application for the Travel and or Per Diem must include photocopies (*front and back, if applicable*) of all required documents to process the Travel Allowance. Proof of Residency **MUST** show your name and current home address. The address on your documents must be the same as below. Proof of travel must be a copy of an original receipt supporting travel to the job site with 7 days of job start date. Your application will not be processed without the required documents. please do not provide originals as their safe return is not guaranteed. Application form and supporting documents will be retained in the time entry office. Please note applications will not be accepted for processing after 7 days of project completion.**

### REQUIRED DOCUMENTATION

1. **1x Proof of Residency, verifying your name and current address postdated within 1 month (Travel and Per Diem):**
  - Municipal tax
  - Current out of province driver's license
  - Cable or
  - Voters' list registration
  - Tax remittances
  - Gas bill
  - Power bill
  - Phone bill (Landline Only)
2. **1x Proof of Travel, travel date within 7 days of job start (Travel only):**
  - Airline Ticket
  - Out of province/city of origin fuel receipt
  - Hotel receipts
  - Bus Tickets

**In the event that I change my address I will notify my employer immediately. If I am overpaid as a result of failing to advise the employer that I have changed my address or that I have otherwise become ineligible for this allowance I do hereby authorize the employer to recover such overpayment from my regular wages including from my final pay.**

**In support of this application I declare that my permanent and primary place of residence is at the address below and that I qualify for the travel Allowance and amount entered below.**

STREET ADDRESS:			
TOWN:	PROVINCE:	POSTAL CODE:	PHONE:
Travel <input type="checkbox"/> Per Diem <input type="checkbox"/>		Please Confirm Amount of Travel Allowance \$ _____	

Employee Signature: _____	_____	_____
Print Name	Signature	Date
Site Approval: _____	_____	_____
Print Name	Signature	Date



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