



CONTAINER FREIGHT STATION (CFS) TRUST FUND



TRAINING GUIDELINES

REVISED September 8, 2022

PREVIOUS REVISION November 20, 2019

REIMBURSABLE TRAINING ITEMS

PAYROLL TAXES & INSURANCE

STRAIGHT TIME WAGES FOR TRAINEES*

STRAIGHT TIME WAGES FOR TRAINERS*

STRAIGHT TIME WAGES FOR CLASSROOM INSTRUCTORS*

****LIMITED TO 8 HOURS PER 24-HOUR PERIOD***

REASONABLE FEES FOR CONSULTANTS

TRAVEL EXPENSES TO AND FROM MITAGS

BOARDING AND MEALS @ MITAGS

TRAVEL EXPENSES FOR SPECIAL TRAINING (AUTHORIZATION REQUIRED)

NON-REIMBURSABLE TRAINING ITEMS

ANY FRINGE BENEFIT CONTRIBUTIONS

OVERTIME/MEAL HOURS/TRAVEL TIME FOR TRAINEES

OVERTIME/MEAL HOURS/TRAVEL TIME FOR TRAINERS

OVERTIME/MEAL HOURS FOR CLASSROOM INSTRUCTORS

LABOR GUARANTEES

RENTAL OF EQUIPMENT

MAINTENANCE (IF ANY) OF RENTAL EQUIPMENT

RENT (LAND OR OFFICE)

UTILITY BILLS

OFFICE SUPPLIES

TRAVEL EXPENSES AND MEALS FOR TRAINERS OR CONSULTANTS

MEDICAL TRAINING EXPENSES (FIRST AID, CPR, ETC.)

– ORIENTATION OR PIT PHYSICALS (NEW ENTRY)

TRAINING MATERIALS (PURCHASED OR DEVELOPMENT)

TRAINING OF NON-ILA PERSONNEL

- PAYROLL REQUIRED FOR ALL TRAINING
- EXCEL TRAINING INVOICE SUMMARY FORM REQUIRED
- ALL TRAINING MUST BE JOB SPECIFIC
- REIMBURSEMENT REQUEST MUST BE MADE IN A TIMELY MANNER