



Workforce Acquisition

Application for Daily Travel/Room & Board Allowance (07/09)

Personal Data	Mr. Mrs. Miss Ms. (circle one)	Surname (last name)		Employer		Personnel ID#		Cost Centre		
		Given name (s) in full		Social insurance no.		Trade				
Definition of regular residence		An employee's regular residence is your principle residence, the place where the employee maintains a self-contained, domestic establishment (a dwelling house, apartment or similar place of residence where a person generally eats and sleeps and for which he can show proof of financial commitment) in accordance with this form. This is in contrast to a boarding house facility which is not self-contained.								
Complete address of regular residence		Street & number, apt. no., rural route no.				NOTE: P.O. Box #s are not acceptable as a complete address				
		City or town		Province		Postal code		Home phone no.		
		If the above address is a rural route please describe the exact location eg. Nearest major intersection				Work location or declared assembly point				
Room and board and daily travel allowance		I understand that in order to qualify for room and board allowance, I must maintain a regular residence as determined above and a temporary accommodation at or near the project/work location. To verify my entitlement I will be required to provide current documentation acceptable to the approving authority relating to both regular residence and temporary accommodation. TWO (2) documents are required, either a detailed lease, detailed letter or proof from landlord or landlord's agent, rent receipts, tax notice or mortgage statement, PLUS a current utility.								
		I also understand that if I do not qualify for Room and Board Allowance, I may be entitled to Daily Travel Allowance. Daily Travel allowance is calculated in radius kilometers from the work location or declared assembly point. I hereby apply for Room and Board Allowance or Daily Travel Allowance based on the following.								
		Effective Date _____								
		Do you travel daily from the above-noted address to work site or assembly point? <input type="radio"/> yes <input type="radio"/> no								
		If no, please indicate address below:								
		Street name and number (apartment no.) _____								
		City or town		Postal code		Telephone no.				
Employee responsibility		I agree to notify my employer and the Workforce Acquisition Office of any change to my regular residence and any other change of address or conditions that may effect my Daily Travel or Room and Board entitlement within 5 working days of such change, and to provide such additional information relevant to this application as may be required from time to time. Allowance will be adjusted accordingly on change of work location or assembly point.								
Declaration		I declare that I have read and understand this form and that all the foregoing information is true and complete. I understand that a false or inaccurate statement, relating to my regular residence and/or any other address, may effect my entitlement for Daily Travel or Room and Board allowance may be cause for disciplinary action up to and including termination. My signature acknowledges my understanding of the terms contained on this form.								
		_____ date		_____ signature		_____ signature of witness				
Waiver		I hereby give written authorization to permit the Employer to make a claim against, and/or deduct from my wages payable, any amount(s) owed to the Employer in respect of Room & Board Allowance/Travel Allowance, in accordance with the Employment Standards Act, S.O. (2000 (41) © , and set out in the CUSW/PWU Hiring Hall Collective Agreements								
		_____ date		_____ signature		_____ signature of witness				
Workforce Acquisition Use Only		Received by Workforce Acquisition Office			Date		Address verified by field			
							<input type="radio"/> yes <input type="radio"/> no			
		Calculated radius distance		_____						
		(a) amount of room & board allowance		_____		Effective _____				
		(b) amount of daily travel allowance		_____		Effective _____				
		Travel allowance approved		<input type="radio"/>						
		Room & Board allowance approved		<input type="radio"/>		_____ Signature		_____ Date		