

AMENDMENT NO. 20-1

TO THE

RULES AND REGULATIONS

OF THE

MEBA TRAINING PLAN

At their February 19-20, 2020 meeting, the Trustees of the MEBA Training Plan (the “Plan”) amended the Plan’s Rules and Regulations to clarify that the Administrator has discretion to approve certain travel expenses that a Participant incurs but for which the Plan’s Travel Agency is not used, effective January 1, 2020.

1. Effective January 1, 2020, Article IX, Section 9(b) (1) shall be amended to read as follows:

(1) *Travel Agency:* The Plan will arrange with an appropriate contracted travel organization for the provision of travel services to Participants attending the Calhoon MEBA Engineering School. Use of the contracted travel organization (“Travel Agency”) will be mandatory to receive reimbursement of all air travel expenses. A Participant must book a return flight that is within 90 days of the date of the original flight to be eligible for reimbursement. Notwithstanding the preceding sentence, the Administrator may approve reimbursement of travel expenses that a Participant incurs for which the Travel Agency is not used, provided the Administrator determines that i) extenuating circumstances exist that warrant an exception to the requirement that the Travel Agency be used, and ii) such approval will result in a cost savings to the Plan.

2. Effective January 1, 2020, Article IX, Section 9(b) (3) shall be amended to read as follows:

(3) *Home of Record:* The Participant’s Home of Record will be the Participant’s primary residence. If a Participant’s primary residence is outside of the United States (for this purpose, “United States” means the 50 states, the District of Columbia and Puerto Rico), the Home of Record for the purpose of paying the travel reimbursement will be deemed to be the airport that is closest to the Participant’s Home of Record and that is included on the list, designated by the Trustees, of major airports in the Continental United States.

3. Effective January 1, 2020, Article IX, Section 9(b) (9) shall be amended to read as follows:

(9) *Required Documentation:* For all travel subject to reimbursement, copies of actual travel documentation, including but not limited to, tickets, boarding passes and receipts

must be presented. The Training Plan's Travel Agency's reports may be accepted for reimbursement in lieu of actual tickets, boarding passes and receipts.

Adopted in Principle: February 19-20, 2020

Effective Date: January 1, 2020

Language Approved: June 24-25, 2020



H. Marshall Ainley, Chairman



Ed Hanley, Secretary