

Request for In-Depth Training Funds

- Submit the request to your supervisor 2 to 3 weeks prior to the early bird registration deadline.
- The required training documentation form must be submitted to the Federal Relations and Staff Development Coordinator within 6 months of the training.

Name: _____

Training requested: _____

(Please attach a flier or brochure.)

Description: _____

Location of Training: _____ Date(s) _____

Approved by Supervisor: _____

Amount Requested: _____

Approximate Expenses:	Registration	_____	Other sources of funding _____
	Travel	_____	
	Motel	_____	
	Meals	_____	
	Total Cost:	_____	

Rationale: (Reasons this training is being requested.) _____

Long-term benefit: (How this training will be incorporated into your job responsibilities and benefit the organization.) _____

Previous training requests for current year October 1 through September 30

Title	Granted	Denied	Total Dollars Received
_____	□	□	_____
_____	□	□	_____
_____	□	□	_____
_____	□	□	_____

For Office Use Only

_____ Your training request has been granted. You will be reimbursed \$ _____ of your costs. **You are responsible for making all travel and training arrangements and covering expenses. Call 766-3562 for instructions.**

_____ Your training request has been denied. **Rationale:** _____

Signature: _____