

## In-Depth Training – Request for Funds

- E-mail the request for funds to the Federal Relations and Staff Development Coordinator 2 to 3 weeks prior to the early bird registration deadline.
- E-mail indicating approval will be sent to the employee and the Extension Accounting Associate in the ABO office.
- Approved expenses will be reimbursed following the conference.
- 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:**

**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.)

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Previous training requests for current year October 1 through September 30

Title	Granted	Denied	Total Dollars Received
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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**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: \_\_\_\_\_