

Individual Request to Attend a Training Course / Seminar or Conference

Individuals desiring to attend any training course or seminar will complete and submit the following information to their supervisor for approval. Supervisors will submit the completed form up their chain of command for final approval / disapproval.

Name: _____ Relief Days: _____ Date: _____

Unit / Division Assigned: _____ PID: _____ Employee #: _____

Name of Course / Seminar: _____

Date(s) of Course / Seminar (include departure and return dates): _____

Location: _____

Values listed below, excluding course fee, are approximated based on current market values.

| | | | | |
|-----------------------|--------------------------|-----------|---|---|
| Registration Fee: | | \$ | <input type="checkbox"/> Early / Discounted | |
| Lodging:(include tax) | Nights @ \$ | per night | \$ | <input type="checkbox"/> Early / Discounted |
| Per Diem: (estimate) | | \$ | | |
| Transportation: | | | | |
| Flight | | \$ | | |
| Rental Vehicle | | \$ | | |
| County Vehicle – Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | No Cost |
| Fuel: | | \$ | | |
| Other (specify): | | \$ | | |

Details of Other: _____

Total Estimated Cost: \$

Grant Funded: Yes No

Justification for attending: _____

Approved Denied Date: _____ Sergeant: _____

Approved Denied Date: _____ Lieutenant: _____

Approved Denied Date: _____ Captain: _____

Approved Denied Date: _____ Deputy Chief: _____

Approved Denied Date: _____ Chief Deputy: _____