

REQUEST FOR TRAINING & TRAVEL FORM

IMPORTANT: Please submit all necessary paperwork at least 10 business days prior to the Early Bird Registration Cut Off Date. If there is not travel associated with training request, complete only the 2 top sections and submit for approvals.

Employee/Department Information:

Name of Attendee	Attendee's Cell Phone
Section/Shop	FOP(Funding)
Supervisor	

Training Registration Information:

Training Title	# of Training Hours
Training Dates	Early Bird Registration Cut Off Date
Registration Website	Registration Cost
Attachment a brochure/registration form <i>(If a website is not provided)</i>	

Travel Information:

Means of Travel (Check all that apply)	Travel Dates
<input type="checkbox"/> Air <input type="checkbox"/> University Vehicle <input type="checkbox"/> Rental Car <input type="checkbox"/> Other	
Air – (Please provide the following): Birth Date	
Name as it appears on Driver's License	
<input type="checkbox"/> Will be using a State Travel Card <input type="checkbox"/> Will need a cash advance <input type="checkbox"/> Will turn in receipts upon return	

This will benefit the University by allowing the traveler to:

TRAINING APPROVAL: *Digitally signing this form indicates you are aware of this training and/or travel.*

Director Approval	
AVP Approval	