

POLICE TRAVEL/TRAINING REQUEST FORM

NAME:(_____) (_____) (_____) POSITION _____
first name (no abbreviations) M.I. last name

EMPL.# _____ Department/Division/District _____

TO THE EMPLOYEE – PLEASE COMPLETE SECTIONS I-VI AND FORWARD TO YOUR SUPERVISOR.

I. This request is for: (Check one)

- Specific job related workshop, seminar, or conference
- Tuition Reimbursement
- Class time and travel time off during workday
- Grant Funded Training

If you checked tuition reimbursement or assistance:
Are you receiving for education purposes from other federal or state programs? ___ Yes No _____.
If so, how much? _____

II. Course or Seminar Title: _____
[Attach required supporting documentation with Training Request Form]

III. School or Sponsoring Agency: _____
Date/Time and Duration of Course or Seminar _____
[Remember to include travel dates]

Training Location: _____

IV. Justification (reason for request)

V. Cost of Course/Seminar: (Tuition or Registration): \$ _____ **Meals \$** _____

Total Lodging (including tax) \$ _____ **Hotel Confirmation #: _____ () Gas Card**

Airfare \$ _____ **Other \$** _____ **(Specify)** _____ **Total \$** _____

VI. Certification: The information above is true and correct to the best of my knowledge. I understand falsification of any information may result in disciplinary action.

Employee Signature _____ Date: _____

SUPERVISOR: Reason: _____

SUPERVISOR SIGNATURE {approval} DATE

COMMANDER/DESIGNEE: Reason: _____

COMMANDER SIGNATURE {approval} DATE

EXECUTIVE COMMAND: Reason: _____

EXECUTIVE COMMAND SIGNATURE {approval} DATE

Requests for Travel/Training with costs of \$500 or more must be approved by the Chief of Police

CHIEF OF POLICE SIGNATURE {approval} DATE