

Training and Conference Attendance Request

Directions: Training and Conference Attendance Requests must be submitted to your direct supervisor for approval at least 30 days in advance. Attach a copy of the training or conference agenda and your registration to this request, if available.

Event and Travel Information			
Training and Traveler Information		Estimated Expenses	
Requestor Name		Registration Fees	
Department		Airfare	
Event Name		Lodging	
Location (City/State)		Meals	
Event dates/ time (beginning/end)		Other (mileage, parking, transportation, etc.)	
Dates Requestor will be out of the office		Total	
		Index	

Travel Arrangement Details			
Preferred Departure Date (required for out-of-state travel)		Preferred Return Date (required for out-of-state travel)	
Preferred Departure Time (morning, mid-day, evening)		Preferred Return Time (morning, mid-day, evening)	
Frequent Flyer Info (program name(s) and number(s))		Seating Preference (window, isle, center)	
Rental Car Needed (Y/N)		Car Preference (compact, van, truck, etc.)	
Conf. Overflow Hotel Name		Room Preference (king, double, ADA access, smoking/non)	

Explain how this training or event will help you in your job and/or support the mission of Campus Operations. Be specific about the anticipated skills, knowledge and/or professional development that you hope to gain from attending this training or event.

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

Manager Approval _____ Date _____

Director Approval _____ Date _____