

Facilities & Campus Services Training Request Form



Request Date Requestor Name

Trainee Division # of Employees

All fields are required unless otherwise noted.

Employee Names (not required if requestor listed above is the only trainee for this request)

Type of Training:		Estimate of Costs:		Criteria:
<input type="radio"/> Trade (electrical, plumbing, hvac, boilers, project mgmt, etc.)	<input type="radio"/> Regulatory (OSHA, EPA, regulatory, safety, etc.)	Course Cost	<input type="text"/>	<input type="radio"/> 1. Job Critical <input type="radio"/> 2. Needed <input type="radio"/> 3. Professional Development <input type="radio"/> 4. Personal Development <input type="radio"/> 5. Desired
<input type="radio"/> Licenses (electrical, pesticide, arboriculture, etc. training only)	<input type="radio"/> Conferences (annual conferences, etc.)	Lodging & Meals	<input type="text"/>	
<input type="radio"/> Soft Skills-IT (soft skills, seminars, software, etc.)	<input type="radio"/> Other	Plane Fare/Mileage	<input type="text"/>	
Course Name <input type="text"/>		Vehicle Rental	<input type="text"/>	
Course Dates <input type="text"/>		Other	<input type="text"/>	
Organization <input type="text"/>		TOTAL Course	<input type="text"/>	Is this a requirement as indicated by your job description? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Sure
Location <input type="text"/>		TOTAL Travel	<input type="text"/>	

Detailed Course Description

Business Purpose (how this will benefit your work)

Training Budget/Cost Center (not required if using 111101)

Training Spend Category (select all that apply):

Conferences/Workshops/Reg. Fees Licenses/Dues/Memberships

Travel Budget/Cost Center (not required if using 111101)

Travel Spend Category (select all that apply):

Hotels/Lodging Meals while traveling Mileage
 Auto/Car Rental Commercial Airfare

Approval Signatures:

Dept. Manager

Director

Director, Financial Planning

VP FACS

If travel is involved, the Director of the Division must approve & confirm the budget/cost code. Travel includes: airfare, lodging, car rental, meals, etc.