



CONFERENCE / TRAINING / WORKSHOP REQUEST

Conference / Training / Workshop Details (to be completed by requestor)		
This request is to be completed for ALL conferences/workshops.		
STAFF NAME: _____	DATE: _____	
NAME OF CONFERENCE/WORKSHOP: _____		
DATE(S) OF CONFERENCE/WORKSHOP: _____		
LOCATION: _____		
<u>IS THIS CONFERENCE/WORKSHOP:</u>		
1. Mandatory Training: Training stipulated by regulatory bodies, as written in the applicable standards, rules and codes.	YES	NO
2. Performance Improvement: Areas of improvement identified as a need by the Supervisor.	YES	NO
3. Skill Building: Training opportunities designed to expand or enhance current satisfactory job performance, skills or abilities.	YES	NO
Expenses (to be completed by requestor)		
A completed Conference/Training/Workshop request form must be submitted for processing 2 weeks before the conference, or the deadline of the conference (whichever comes first), along with all supporting documents. See instructions on page 2.		
Cost of conference: (include registration fee, materials, etc.)	\$ _____	
Name of Hotel: _____	Contact Number for Hotel: _____	
Address of Hotel: _____		
Check-in Date: _____	Check-out Date: _____	Number of Nights: _____
Region 10 Clerical Staff to complete this section:		
Hotel Cost per Night: \$ _____	Total Hotel Cost: \$ _____	Tax Percentage: _____ % \$
Confirmation #: _____		Total Estimated Costs: \$ _____
		Total Advance Requested (if any): \$ _____

Immediate Supervisor Signature: _____ Recommended Not Recommended

The Chief Executive Officer MUST approve out-of-state conferences.

Chief Executive Officer Signature: _____ Approved Not Approved

Instructions

1. Employee completes detail and expense sections of request form and receives approval from Immediate Supervisor and, if applicable, Chief Executive Officer. Out-of-State conference requests will not be processed without prior approval from the Chief Executive Officer.
2. Employee sends completed and approved request form to R10 Clerical Staff once conference is approved. **Attach a copy of the flyer for the conference with mailing address and/or copy of completed registration form.**
3. R10 Clerical Staff will make final arrangements for conference/workshop and hotel, if approved. R10 Clerical Staff will submit to R10 Accounts Payable to process a check once the necessary information is submitted.
4. Direct employee submits expenses for reimbursement in the Human Resource Information System (HRIS) during the pay period in which the expenses were incurred. (See Employee Self-Service Guide for instructions.)

Leased employee submits expenses incurred at the conference on the Expense Reimbursement form immediately following the conference to R10 Clerical Staff.

5. Employee submits any documentation related to training or earning of CEUs to HR for personnel record.