



# Employee Training Request Form

\*\*\*Form must be approved 3 weeks prior to training\*\*\*

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Sponsoring Training: \_\_\_\_\_

Description of Training: \_\_\_\_\_

Date(s) of Training Event: \_\_\_\_\_

Role:  Attendee  Presenter  Organizer

Training Format:  Online  In-person  Conference

Training Location: \_\_\_\_\_

Registration Fee(s): \_\_\_\_\_

Documentation attached to support request that includes a description of the training, dates, and costs.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager Name

\_\_\_\_\_  
Department Manager Approval

\_\_\_\_\_  
Date

## Next Steps:

1. If approved by Department Manager, Department Manager will send the approved form and backup to the employee and HR for record keeping purposes.
2. If training is online and employee would like to work from home that day, employee must submit a Telecommuting Agreement.
3. If training is in person and employee will travel in a manner that requires reimbursement or overnight expenses, employee must submit a Travel Request Form.

\_\_\_\_\_  
Filed with HR

\_\_\_\_\_  
Date