

**Travel Training Request form**

**Employee Name: Click or tap here to enter text. Title: Click or tap here to enter text.**

**Requested Event: Click or tap here to enter text.**

**Travel Dates: Click or tap here to enter text. Conference/Training Dates: Click or tap here to enter text. Sponsored by: Click or tap here to enter text.** Location: **Click or tap here to enter text.**

Contact #: **Click or tap here to enter text.**

Please complete the following questionnaire regarding the event for which you are requesting travel.

1. How is the requested travel essential to your job function?

Click or tap here to enter text.

1. What are your main objectives or educational goals for this requested travel?

Click or tap here to enter text.

1. What skills/benefits will you receive by attending the requested event?

Click or tap here to enter text.

1. What benefits will YCHC receive by attending the requested event?

Click or tap here to enter text.

*Please attach all backup documentation for each item listed below. Examples: Announcement, Agenda, and or brochure for training/conference, registration form, airline itinerary and cost, housing/hotel cost, per diem rates and calculations, car rental cost.*

|  |  |  |
| --- | --- | --- |
| **Projected Expenses** | **Vendor** | **Amount** |
| Registration/Training Fees | Click or tap here to enter text. | Click or tap here to enter text. |
| Airfare | Click or tap here to enter text. | Click or tap here to enter text. |
| Housing/Hotel | Click or tap here to enter text. | Click or tap here to enter text. |
| Per Diem – calculate Per diem using the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates> | Click or tap here to enter text. | Click or tap here to enter text. |
| Car Rental | Click or tap here to enter text. | Click or tap here to enter text. |
| Total | Click or tap here to enter text. | Click or tap here to enter text. |

*Please attach all backup documentation for each projected expense, to submit to your supervisor w/ this request, as well as attaching to any and all purchase requests in Microix.*

*(Examples: Announcement, Agenda, and or brochure for training/conference, registration form, airline itinerary and cost, housing/hotel cost, per diem rates and calculations, car rental cost)*

 Click or tap to enter a date.

Employee Signature Date

*All travel/training is required to be followed up by a travel/training report. Failure to do so will make you ineligible for future training/travel until report is completed.*

*For Supervisor use only*

**What fund/grant will be used to cover the expenses of this trip?**

 Click or tap to enter a date.

Supervisor Signature Date