

## Request for TRAINING & Approval

**Completion Checklist:**

1. \_\_\_ COMPLETE and submit "**Request for TRAINING & Approval**" form to manager for approval.
2. \_\_\_ Include any documentation on training vendor(s), listing date(s), location(s), etc.
3. \_\_\_ Proof of payment (original receipts, etc.) are required for reimbursement.
4. \_\_\_ If Continuing Education classes are required; submit completion certificate or copy of license.
5. \_\_\_ Submit completed form (*step 1*) & any accompanying documentation to FM Business Office **30 days prior** to attending.

Employee name: (*print*) \_\_\_\_\_

Dept/Zone: \_\_\_\_\_ Employee banner number: \_\_\_\_\_

Training desired: \_\_\_\_\_

Training provider: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Cost: \_\_\_\_\_

Additional information:

I hereby acknowledge the information and amount(s) listed for this expenditure is accurate.

Area Manager approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

FM-HR approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)