

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #1

EMPLOYEE TRAINING REQUEST AND TRAVEL FORM

Requested By	Date
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Shift:
Station:

PIN:
UNIT:

Purpose of Travel and/or Class/Course Description - Location

Duration of Class and Time Away
To

Regularly Scheduled Shifts That Will Be Missed
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JUSTIFICATION

<input type="checkbox"/>	Advance Requested
<input type="checkbox"/>	Advance Not Requested

I have requested an advance for travel and/or training expenses. I hereby authorize the District to deduct any issued travel/training advance paid to me, in the event travel and/or training is not completed, (except in the case of dire emergency or events beyond my control).

_____ Date
Traveler Signature

COST ESTIMATES

REGISTRATION: \$

LODGING: \$

MEALS: \$

TRAVEL: \$

OTHER: \$

APPROVALS:

<input type="checkbox"/>	<input type="checkbox"/>			
YES	NO	Immediate Supervisor Name <u>Printed</u>	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			
YES	NO	Shift Supervisor		Date
<input type="checkbox"/>	<input type="checkbox"/>			
YES	NO	Assistant Chief		Date

PAYMENT APPROVAL -- BY FIRE CHIEF

	<u>Amount</u>	<u>Budget</u>	<u>Code</u>	<u>Date/Initial</u>
<input type="checkbox"/> REGISTRATION FEES	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____
<input type="checkbox"/> PER DIEM ADVANCE	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____
<input type="checkbox"/> AIR FARE / MILEAGE	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____
<input type="checkbox"/> LODGING	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____
<input type="checkbox"/> MEALS	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____
<input type="checkbox"/> OTHER	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	_____

FOR OFFICE USE ONLY

This request must be in the Fire Chief's Office at least 15-days prior to travel and/or class beginning, except in the case of a travel emergency.