

Request for OUTSIDE Training Packet:

- ❖ Employee registers for the desired class
 - If payment is required for registration, it is the employee's responsibility to call the vendor and let them know they can only send a check. **The Registrar, Clerks, and Administrative Assistants are not responsible for registering an employee for a class.**
- ❖ Employee attaches the flyer, registration confirmation, and/or invoice with the training request
 - Requests should be submitted in a timely manner (at least 30 days prior to the date of training).
 - If the employee is requesting to attend a free class, a training request is still required but only need the flyer and registration confirmation.
- ❖ Employee send the request to their Immediate Supervisor and Lieutenant for approval.
- ❖ The Academy receives the request.
- ❖ Registrar looks over all the paperwork and make sure the required documents are there
- ❖ If training request packet is complete, it is sent to the Academy Lieutenant and Captain for final signatures.
 - If packet is incomplete, registrar will send the packet back to the employee (or email the employee) and request the documents needed.
- ❖ Once the final signatures are obtained, the registrar will send the employee an email advising if the request was approved or denied.
 - The employee's Administrative Assistant/Clerk may be copied on the email if travel is required.
 - **It is the employee's responsibility to get with their division AA or Clerk to make their travel arrangements.**
- ❖ All training requests copies are saved on file with the Academy.
- ❖ Original training requests are sent to Finance, with the exception of:
 - Requests for free classes with no travel
 - Requests that are denied
- ❖ **The above process is required in order to receive travel reimbursements from Finance.**

Employee Signature:

Date:

Montgomery County Sheriff's Office

Training Academy

Request for OUTSIDE Training

INSTRUCTIONS: MUST READ!! Requesting Employee-Complete the entire form. Attach all course information. The employee is responsible for obtaining approval and registering for the course. Send all forms up the chain of command for approval. Allow at least 30 days for signatures and processing. If approved, notify the Administrative assistant in your division to begin your travel arrangements. Upon course completion, send the travel reimbursement form, hotel receipt and course certificate to the Finance office within one week. Reimbursement checks will be mailed to the home address on file with HR.

Name: _____ Date: _____

Division: _____ District: _____

For Office Use Only	IDP Component <input type="checkbox"/>	Line Item #: _____
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Course Information	
Course Dates:	_____
Course Name:	_____
Course Location:	_____
Course Address:	_____
Payable To / Address:	_____
Course Tuition:	_____

Travel Information	
Hotel Name:	_____
Hotel Address:	_____
Hotel Rate: _____ # of Nights: _____ Sharing w/Emp: Y N Name of Emp: _____	
Airline: _____ Ticket Fee: _____	
Vehicle Rental Fee: _____ Procurement Card Last 4#: _____	

Training requests will not be processed unless the below items are attached.

Full Training Announcement
 Invoice
 Payment Name and Address

		Approved	Denied
_____ <i>Requesting Officer – Type Name</i>	_____ <i>Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
_____ <i>Immediate Supervisor</i>	_____ <i>Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
_____ <i>Lieutenant</i>	_____ <i>Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
_____ <i>Academy Coordinator</i>	_____ <i>Date</i>	<input type="checkbox"/>	<input type="checkbox"/>
_____ <i>Academy Captain</i>	_____ <i>Date</i>	<input type="checkbox"/>	<input type="checkbox"/>