

REQUEST FOR OUTSIDE TRAINING PROCEDURES

DO NOT REGISTER FOR THE CLASS UNTIL APPROVAL IS RECEIVED FROM FINANCE.

TRAINING INFORMATION

- ❖ Employee requesting to attend an outside class must complete the entire form and attach class information. Allow at least 30 days for confirmation.
- ❖ Send the training request and class documentation to your immediate supervisor. If approved, the request will be submitted up the chain of command. If the requested class is free, a training request form and class information must still be submitted.
- ❖ Employee will receive an email from Finance advising if the class has been approved or denied. If approved, register for the class and notify your division's administrative assistant to begin travel arrangements. **DO NOT REGISTER FOR THE CLASS UNTIL EMAIL IS RECEIVED.**
- ❖ It is the employee's responsibility to register for the class and cancel the registration if not able to attend. ***The Registrar, Finance or the division Administrative Assistants are NOT responsible for registering or cancelling a class.***
- ❖ The county only pays tuition via check. If payment is required for registration, it is the employee's responsibility to contact the vendor and let them know the county policy.
- ❖ ***Upon completion of registration, the registration confirmation must be forwarded to Finance to start the payment process. Class documentation consists of student name, course name, location, dates, price and whom to pay.***
- ❖ All outside training classes taken will be kept on file with the Academy. Any questions pertaining to a training denial should be directed to either Finance or the individual in the chain of command who denied the request.

TRAVEL INFORMATION

- ❖ It is the employee's responsibility to contact the division AA to make travel arrangements.
- ❖ Hotel and travel arrangements cannot be made until approval from Finance is received. It is REQUIRED to provide price quotes on the training request form at the time the request is submitted.
- ❖ Do not make any special requests pertaining to flight seating. Only use the random seating selector when making flight arrangements. The employee is responsible for reimbursing the county for any fees pertaining to seat assignment.
- ❖ Per Diem and hotel stays will **NOT** be approved for any training located within one of the surrounding counties (Waller, Walker, Grimes, San Jacinto, Liberty or Harris).
- ❖ If you have a county issued vehicle and driving to the training, you **MUST** use your vehicle and you **MUST** wear appropriate attire per GMO 3.52.10 & 10.02.5.
- ❖ Employees without a county issued vehicle must contact Fleet and check out a vehicle. If a vehicle is not available, mileage reimbursement is the shortest distance between your residence or the CJC and the training location. It is county policy that the shortest distance be used. A Google map detailing directions from your residence or the CJC must be provided with the travel reimbursement form.
- ❖ Uber/Lift/Taxi may be used for work related travel, i.e. to and from hotel and training facility. The county will not reimburse transportation expenses pertaining to dinner. Tips cannot be charged to the county procurement card and will not be reimbursed.
- ❖ It is the employee's responsibility to review the hotel receipt and confirm no incidental charges are on bill. The employee is responsible for any charges on the bill not authorized in the county policy. The county is exempt from state sales tax within the State of Texas. The county pays city, state and occupancy taxes. It is the employee's responsibility to resolve all issues pertaining to travel prior to submitting the travel reimbursement request to Finance.
- ❖ Upon course completion, send the travel reimbursement form, hotel/transportation receipts and course certificate to Finance within one week of returning. Reimbursement checks will be mailed to the home address on file with County HR.

I HAVE READ AND UNDERSTAND THE ABOVE PROCEDURES.

Employee Signature and Date

12/2018

Montgomery County Sheriff's Office

Training Academy
Request for OUTSIDE Training

Name: _____ Date: _____

Division: _____ District: _____

For Office Use Only	IDP Component <input type="checkbox"/>	Line Item #: _____
---------------------	--	--------------------

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 Quote: _____
Enterprise Quote: _____	or Mileage Claim: _____

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

Full Training Announcement
 Invoice
 Payment Name and Address

Approved Denied

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