Updated 4/23/2015

Montgomery County Sheriff's Office

Training Academy

Request for OUTSIDE Training

INSTRUCTIONS: MUST READ!! ***Requesting Officer / Student*** **–** Complete entire form. Attach course information, registration confirmation, and invoice. The employee is responsible for making hotel reservations. Attach all information. Send all forms up chain of command for approval. Allow at least 6 weeks for signatures and processing. Upon course completion, send certificate and travel reimbursements to the Administrative Assistant in Finance. Reimbursement checks will be mailed to the home address on file with HR.

Name: _____ **Date:** _____

PID: _____ **Division:** _____

Course Information

Course Dates: _____

Course Name: _____

Course Location: _____

Course Address: _____

Course Tuition Fee: _____ *Training Academy will pay course tuition only*

Payable to / Address: _____

Hotel Information

Division Captain is responsible for lodging and per diem

Hotel Name: _____

Hotel Address _____

Hotel Rate: _____ **# Nights:** _____

Captain Signature: _____

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

☐ **Full Training Announcement** ☐ **Registration Confirmation or Invoice** ☐ **Payment Address and Payable Name**

		Approved	Denied
Requesting Officer – Type Name	*Date*		
Immediate Supervisor	*Date*	☐	☐
Lieutenant	*Date*	☐	☐
Captain	*Date*	☐	☐
Academy Coordinator	*Date*	☐	☐