Travel Request information

Name: Click or tap here to enter text.

Date of Travel: Departure Click or tap to enter a date. Time: Click or tap here to enter text.

Return Click or tap to enter a date. Time: Click or tap here to enter text.

Summary of training: Description of course. Can be class description that was class announcement. Include how this class will benefit the department, specialty team, college degree, recertification, etc.

Click or tap here to enter text.

Local/In-State Availability: Justification for why the travel is needed, i.e. only location of course, course not taught locally, program cost, etc.

Click or tap here to enter text.

Costs/Planned: Estimated total of travel- hotel, per diem (if requested), vehicle (if requested), education leave (if requested), etc.

Click or tap here to enter text.