|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Number**: |  | **Name of Course:** |  |
| Project Title: |  | Date(s) of Course: |  |
| Agency Name: |  | Course Location: |  |
|  |  | Course Provider: |  |
| **\*\* As a reminder, requests for training not involving grant funds (such as classes at the Criminal Justice Academy) do not need prior approval. All training attendances should be noted on Progress Reports and any certificates received from training classes should be submitted. It is the responsibility of the subgrantee and not the State Administrative Agency to ensure that there are adequate funds in the grant to attend the training event. This approval is for programmatic purposes only.** |

### Cost of course

|  |  |  |
| --- | --- | --- |
| Category | Amount ($) | Notes |
| Registration |  |  |
| Travel |  |  |
| Meals/Per Diem |  |  |
| Lodging |  |  |
| **Total** |  |  |

### Name of person(s) Attending

|  |  |  |
| --- | --- | --- |
| Name | Position Title | Date Employed by Grant |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |   |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Project Director** |  | **Date** |

\*Note: This form must be accompanied by an attached agenda or course description that includes the cost of registration or any other fees, from the Course Provider, in order to be processed.

|  |
| --- |
| **FOR STATE USE ONLY** |
| **Request Status:** [ ]  **Approved** [ ]  **Denied**

|  |
| --- |
|  |
| **Program Coordinator** |

 |

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| --- |
|  |
| **Date** |

 |

Instructions on How to Fill Out Training Request Form:

1. All fields must be filled out within the request form
2. Travel costs include the following per person (if applicable):
	1. Airfare
	2. Ground transportation
	3. Parking
	4. Mileage
3. Lodging costs cannot exceed current approved GSA rates for that location. For more information, see [Per Diem Rates.](https://www.gsa.gov/travel/plan-book/per-diem-rates)
4. Lodging costs include the following:
	1. Number of rooms
	2. Number of nights
	3. Room rate
5. Please email your program coordinator the signed request **BEFORE** the training for approval along with the course agenda and/or description that includes the cost of registration or any other fees.