

Tompkins County-Request for Funding Form: Conference/Seminar/Training

Employee Name: _____ Department: _____
 Position Title: _____ Email: _____
 Date: _____ Telephone: _____

Instructions: Please complete the applicable portions of this form and return to the Personnel Department upon completion.

Title Conference/Seminar/Training: _____

Name of Organization: _____ **Location:** _____

Start Date/End Date: _____ **Date Approval Needed:** _____

Please submit this funding request form as early as possible

Description: (Attach description or brochure as is appropriate.)

Is the conference/seminar/training job related? If so, briefly summarize.

Please describe how your attendance will benefit the organization and/or improve your knowledge and skills.

Please briefly describe the basis of your need for this request for funding.

Expense Itemization (Registration Fees)

Conference Fee	Seminar Fee	Training Fee
\$ _____	\$ _____	\$ _____

Travel Expenses (estimate)

Transportation (Air/Car)	Lodging	Meals	Other
\$ _____	\$ _____	\$ _____	\$ _____

CONFERENCE, SEMINAR, OR TRAINING CONFIRMATION OF ATTENDANCE:

I will submit confirmation of my attendance to the Personnel Office within 2 weeks after completion, as well as any certificates or other documents for inclusion in my Personnel File "training profile".

Employee Signature: _____ Date: _____

MANAGEMENT APPROVAL: Approval is required prior to registration for the conference/seminar/training.

Department Manager: _____ Date: _____

Personnel Department: _____ Date: _____

Committee _____ Date: _____

Recommendation:
 (if required)