



CITY OF VILLA RICA REQUEST FOR TRAINING & TRAVEL – PART I

Name: _____ Dept: _____

Course or Conference Title: _____

Name of School/Association/Organization: _____

Date(s) of Training/Conference: _____ Location: _____

Is this course a stated requirement in your approved job description (yes or no): _____

Reason/Benefit of Course or Conference: _____

The City Manager will determine if there is a need for training or travel and have final approval.

I, _____, understand that if I attend any school or training in which the City of Villa Rica pays any fee(s) that I will be responsible for completion of all course work or training. If I do not complete or withdraw for any reason, I will be responsible for reimbursement to the City through payroll deduction. The full amount charged to the City for any withdrawals or no shows will be my responsibility.

Note: The City will pay for the first administration of any exams required to meet any certifications that are a requirement of your employment.

By signing below, I state that I have read and acknowledge this statement.

Employee Signature Date

Supervisor Signature Date

Department Head Signature Date

Budget Approval (Finance) Date

City Manager Date

If travel is required, Part II should be attached to this form with supporting information (agenda, hotel information, etc.) before approval by Department Head, Finance, and City Manager.

Employee is responsible for...submitting the Training & Travel request and verifying that all necessary arrangements have been made before they depart.

Departments are responsible for...completing travel arrangements, including training registration and hotel reservations.

Finance Department is responsible for...paying any travel advances (per diem, mileage), as well as preparing other payments, as needed.