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| **Training Approval Request** |
| **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.** |
| **Grant Number**:  **Grant Project Title**:  **Agency Name**:  **Name of Course**: |
| **Cost of Course**  Registration Amount: Notes:  Travel Amount: Notes:  \*List type of travel and cost details per person (airfare, ground transportation, parking, and mileage)  Meals or Per Diem: Notes:  Amount  Lodging Amount: Notes:  \*The amount cannot exceed current approved GSA rate of location. For more information, see [Per Diem Rates.](https://www.gsa.gov/travel/plan-book/per-diem-rates)  \*List number of rooms, number of nights, and room rate.  **Total Estimated Cost**: |
| Date(s) of Course:    Course Location:  Course Provider: |
| **Name of Person(s) Attending**   |  |  |  | | --- | --- | --- | | Person 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 Date  Comments: |