



Truckee Fire Protection District Request for Training or Travel

Date: _____

Name: _____ Shift: _____

Name of Course or Conference: _____ Mandatory: ___ Yes ___ No

Location: _____ Date(s): _____

___ On Duty day of travel/first day of class ___ On Duty day of return/last day of class

Registration

Flyer / Form attached: ___ Yes ___ No Registration Fee \$ _____

Registered: ___ Yes ___ No **** Registration must be complete prior to submitting for approval****

Method of payment: ___ Cal Card ___ Personal Check/Credit Card

Check needed for Registration Fees ___ Yes ___ No

Payable to: _____

Address: _____

Phone: (____) _____

Lodging

Do you require lodging: ___ Yes ___ No If yes indicate dates needed:
Check in: _____ Check out: _____

Meal expenses (for non-overnight travel refer to District Policy):

Breakfast:	\$ 7.00 per day	@ _____	Days = \$ _____
Lunch:	\$11.00 per day	@ _____	Days = \$ _____
Dinner:	\$23.00 per day	@ _____	Days = \$ _____
Incidentals:	\$ 5.00 per day	@ _____	Days = \$ _____
			Total Meal Expenses = \$ _____

Transportation

District Vehicle use: ___ Yes ___ No District Vehicle Available: ___ Yes ___ No

Personal Vehicle use: ___ Yes ___ No Reason: _____
(Complete Travel Expense Claim form upon return)

Employee Signature: _____ Entered in Aladtec: ___

Supervisor Approval: _____ Date: _____

Battalion Chief Approval: _____ Date: _____

Division Chief 901 Approval: _____ Date: _____