



## Out-of-State Training Request

Please submit this form, along with any other required documentation, to [mwright@tfs.tamu.edu](mailto:mwright@tfs.tamu.edu).

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Course #/Title: \_\_\_\_\_ Course Location: \_\_\_\_\_

Course Dates: \_\_\_\_\_

1. Do you have an account to cover travel expenses to attend this training? Yes No

- State-appropriated funds (operational accounts) cannot be used to pay for travel expenses for out-of-state training.
- Tuition costs for out-of-state training can be paid for with state-appropriated funds, so it is expected these costs will be covered by the requesting employee’s home unit.
- **If you do not have an account available and wish to request Training to cover your travel costs, you must complete and submit the attached Out-of-State Training Travel Expense Request.**

2. Why do you need this course? (select all that apply)

EDM Requirement

Position Qualification

Employee Development

3. If required for EDM, indicate the percentage of completion of the EDM and date eligible for promotion.

0-20%

20-40%

40-60%

60-80%

80-100%

Date eligible for promotion: \_\_\_\_\_

4. If required for PTB, indicate the position and the percentage of completion of the PTB.

Position: \_\_\_\_\_

0-20%

20-40%

40-60%

60-80%

80-100%

*This form must be approved through your chain of command to the Department Head level before submitting to Training.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date



## Out-of-State Training Travel Expense Request

If you do not have funding available to cover your travel expenses for the out-of-state training course you are requesting to attend, complete this form and submit it to [mwright@tfs.tamu.edu](mailto:mwright@tfs.tamu.edu) along with your Out-of-State Training Request form.

- State-appropriated funds (i.e. operational accounts) cannot be used to pay for travel expenses to attend training outside of Texas.
- Funds for travel out of state for training must come out of an IDC ("2") account or a grant account which allows these types of expenditures.
- Tuition fees can be paid for with state-appropriated funds and are expected to be covered by the requesting employee's home unit.

**Only courses that meet the following criteria will be considered for funding by the Training Section:**

- NWCG Courses at the 300 level or higher
- Meets a critical need for employee development
- Rarely offered in Texas

1. Estimated total of travel expenses you are requesting to be covered by the Training Section: \_\_\_\_\_

Breakdown of estimated expenses:

Airfare: \_\_\_\_\_ Rental: \_\_\_\_\_ Hotel: \_\_\_\_\_ Per Diem: \_\_\_\_\_

Parking: \_\_\_\_\_ Other: \_\_\_\_\_ (Explain Other: \_\_\_\_\_)

2. Are you also requesting tuition costs to be covered by the Training Section? Yes No

Tuition Costs: \_\_\_\_\_

3. Have you attached any additional documentation or information to further justify this request?

Yes No

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date