

GRAND VALLEY FIRE TRAINING REQUEST FORM

OFFICE USE

Training Approved: Yes ____ No ____ Request Received: _____ Replied to Member: _____

LODGING / PER DIEM:

Hotel Name/Location: _____

Check-In: _____ Check-Out: _____ Lodging Cost: \$ _____

GSA Rate \$ _____

Breakfast ____ Lunch ____ Dinner ____ Total Per Diem \$ _____

COST:

Event Cost: \$ _____ Lodging Cost: \$ _____ Per Diem Cost: \$ _____

TOTAL COST TO DISTRICT: \$ _____ GVFPD Account Number: _____

COVERAGE / TRAVEL:

From: _____ To: _____ From: _____ To: _____

From: _____ To: _____ From: _____ To: _____

Travel Hours: _____ Travel Vehicle: _____ Travel Mileage: _____

Overtime Coverage ____

COMPLETED ACTION ITEMS:

- ☐ Member Aladtec schedule covered
- ☐ Training request submitted to Deputy Chief for approval
- ☐ Training is within Budget Requirements
- ☐ Training is mandatory by the district
- ☐ Training is district sponsored education (desired/voluntary)
- ☐ Lodging reservations have been completed
- ☐ Directions to lodging have been given to participant
- ☐ Directions to training/class have been given to participant

NOTES:

SIGNATURE PAGE:

Qualifications Reviewed and Authorized by Division Chief

Division Chief Signature

Date

Reviewed and Authorized by Deputy Chief

Deputy Chief Signature

Date

If over \$2000 Reviewed and Authorized by Fire Chief

Fire Chief Signature

Date

(Note: District Sponsored Education Agreement may be required)