



Sonoma Valley Fire District Training Request

*To be accepted for consideration, all sections must be complete, with registration forms and event information attached
Turn completed forms into the Training Officer*

Date of Request	
Employee Name	
Course Title/Function	
Location	

Course Dates		
Start Date	End Date	Total # Days
On-Duty Dates		
Type of Training		

- Category I** Dept. pays registration, per diem, lodging, transportation, shift coverage, and books, if needed. Only applies if sponsored by the Training Officer or the Operations Chief.
- Category II** Dept. will reimburse for registration and books only upon proof of successful completion of training. Applies to courses required for current or one rank above in the CDG. Or on a case by case basis when approved by the Training Officer or the Operations Chief.

Estimated Costs (Category 1)			
Registration / Tuition	\$	Per Diem* (full day)	\$
Lodging	\$	Per Diem* (travel day)	\$
Air Travel	\$	Other	\$
Vehicle Rental	\$		
Class Materials	\$		
Estimated Total Category I:			

*Per Diem based on U.S. General Services Administration rates

Total paid to employee (Per Diem / Lodging reimbursement)	\$
---	----

Training Approval Training Officer / Operations Chief

Approve: Deny: Date: Initial:

Category II Reimbursement

To qualify for reimbursement, certification of course completion and any qualifying receipts must be attached.

Registration/Tuition:	\$	Books / Class Materials:	\$
Total Fees Category II:			\$

Approval for Reimbursement	
Training Officer/Operations Chief:	Date: