



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

REQUEST FORM VOCATIONAL TRAINING/TUITION ASSISTANCE

BOROUGH OF CHAMBERSBURG

DATE _____

PERSONNEL DEPARTMENT

EMPLOYEE NAME _____

TYPE OF TRAINING:

DEPARTMENT _____

ACADEMIC ()

POSITION _____

CONVENTION ()

TITLE OF TRAINING _____

CONFERENCE ()

TRAINING SPONSOR _____

SEMINAR ()

ADDRESS _____

COLLEGE ()

LOCATION OF TRAINING _____

ONLINE/VIRTUAL ()

DATE OF TRAINING:
BEGINS _____

Provide HOTEL Info:

Check IN Date _____ Check OUT Date _____

ENDS _____

DATE TIME

DATE TIME

DESCRIPTION OF TRAINING AND ITS RELEVANCE TO EMPLOYEES JOB:

EXPENSES	COMPANY NAME	METHOD PYMT	ESTIMATE COST	ACTUAL COST
REGISTRATION				
LODGING				
MEALS				
TRANSPORTATION				
OTHER				
TOTAL				

Advance Per Diem Yes No

ACCT# _____

OVERTIME GRANTED:
YES NO

EMPLOYEE SIGNATURE _____

SUPERVISOR _____

DEPARTMENT HEAD _____

PERSONNEL DEPT _____

MANAGER/COUNCIL _____

Check List:

- Completed RELEVANCE to JOB
- List ALL training dates & times
- Identify estimated costs
- Personal Vehicle Company Vehicle
- Attached application with pymt info & course description
- Already Registered? Yes No