

REQUEST FOR TRAINING FUNDS

PROCEDURE

1. Complete this request form and submit it to your supervisor **at least** 30 days prior to the start of the course/conference you are requesting to attend.
2. You should receive notice of the outcome of your request, including level of funding available (if your request is granted), 14 days prior to the start of the course/conference. If you do not receive notice, follow up with your supervisor.
3. All attendees will be required to report on relevant information presented at the course/conference attended within 30 days of completion. Make arrangements with your manager to determine the most appropriate forum and format of your presentation.
4. Upon completion of the training, **proof of registration (accompanied with required receipts) and certification must be submitted with completed "Northwest Kidney Centers Expense Report"** within four weeks of class/workshop.

Date Submitted: _____

Name: _____ Position: _____

Department: _____ Shift: _____

Course/Conference: _____

Date(s) Offered: _____ Location: _____

Describe the focus of this course/conference: _____

How will this enhance your job skills and knowledge? _____

How does your attendance benefit NKC? _____

Funds Requested: Registration _____ Lodging _____

Travel _____ Meals _____

If you wish an advance for this Conference or Workshop please complete the Travel and Training Advance Request Form. It can be found on the Knet.

Please attach course/conference information and submit this request to your supervisor.

Supervisor approval: _____ Date: _____

Director approval: _____ Date: _____

Human Resources Director approval: _____ Date: _____