

Training Request Flow Chart



Step 1

Identify the class you would like to attend

Step 2

Review GO 600-1 to determine the desired level of department support

Step 3

Fill out a *Training Request Form* (located at [W:\Training\Training Forms](#)), and send it to your company officer or your direct supervisor. **Do not send directly to the training division. Once given initial approval, Supervisors will send it to Training for authorization.** Training will determine if funding is available and process accordingly. **DO NOT register or apply for a course without approval of the Training Chief.**

YES

Was your training request approved?

NO

Step 4

Read and follow any directions noted on the approved Training Request Form.

Sorry for the inconvenience. Try modifying your request and resubmitting. Keep applying for future training.

Does your Training Request include any travel expenses?

NO

Congratulations enjoy your training. Remember to complete any instructions noted on your approved training request form. Keep a copy for your records. **Note:** Consider bringing back any resources and knowledge that you can to the rest of the department.

YES

Step 5

Fill out the *City of Hillsboro – Prior Authorization Form for Travel* (located at [W:\FORMS\Travel Reimbursement\TRAVEL PRE - AUTH & EXP RPT FORM 2008.xls](#)). Begin by opening up the EXCEL document and click on the DATA PAGE at the bottom of the screen. Use the pull down to select your name at the top of the page. This will populate the rest of the document. Then proceed to the Prior Authorization Form tab, and fill it in. Send a copy of the Prior Authorization Form along with the approved Training Request form to the Training Chief. Be sure to keep copies for your records.

Step 6

After you have attended the requested training, fill out the *City of Hillsboro Travel and Business Expense Report* (located at [W:\FORMS\Travel Reimbursement\TRAVEL PRE -AUTH & EXP RPT FORM 2008.xls](#)). Sign and attach the approved Prior Authorization Form. Send both forms, and all associated receipts to the Training Chief, who will review them and forward to Pam