

Requestor/Title:	Name of Course/Event:
Agency:	Course Provider:
Department:	Course Location:
Email Address:	Date(s) of Course:
Phone#:	Notes:

**** As a reminder, training requests must follow the requirements and scope outlined in the SLV GIS/Mapping Training Opportunity announcement. Additionally, the SLV Council of Governments (SLVCOG) reserves the right to deny or negotiate a request, based on the amount of funds remaining, adherence to SLVCOG's awarded proposal to the State, and adherence to state and federal guidance and requirements for the program. This approval is for programmatic purposes only.**

ESTIMATED COSTS OF COURSE/EVENT *(guidance on Page 2)*

Category	Amount (\$)	Notes
Course/Event fees		
Travel		
Meals/Per Diem		
Lodging		
Total		

Supervisor name, if non-elected staff **Supervisor Signature** **Date**

FOR SLVCOG USE ONLY

Request Status: Approved Denied

CCCS-WRP Grant Coordinator **Date**

Guidance on how to fill out the Training Request Form:

1. Total up all registration/course fees, books, supplies, etc.
2. Travel costs can include the following per person (if applicable):
 - a. Airfare (items above the base ticket price such as early boarding fees, first class, trip cancellation insurance, etc. will not be reimbursed)
 - b. Ground transportation
 - c. Parking
 - d. Mileage ([Colorado State Rates](#))
3. Meals/Incidental costs cannot exceed current approved GSA rates for that location. For more information, see [Per Diem Rates](#).
4. Lodging costs must also adhere to the GSA's [Daily Lodging Rates](#). Include the total of the following:
 - a. Number of rooms
 - b. Number of nights
 - c. Room rate
5. Reimbursements are funded by tax-payers. It is expected that recipients will take care to keep training-related expenses reasonable. Fiscally irresponsible requests may not be reimbursed.
6. Please email the CCCS-WRP Grant Coordinator the signed request for approval along with the course agenda and/or description that includes the cost of registration and/or any other fees **BEFORE** the training.
7. Check for Program updates on the SLV DRG/COG website: <https://www.slvdrg.org/slv-gis-training-reimbursement/>