

Seminar/Conference Request Form



Please attach completed registration form
(forms without the necessary registration documentation or not completely filled out will be returned)

Seminar/Conference: _____

Date: _____

Location: _____

If TRAVEL is required, please indicate preferred method of transportation and if lodging is needed:

Cost (Conference Cost ONLY!): _____

Payable To: _____

Tax/Federal ID # _____

Address: _____

Please attach relevant information concerning the Seminar/Conference and forward to Human Resources.

In requesting that Pittsburgh Job Corps Center bear the expense for the above training, I understand that it is my responsibility to be in attendance or to assure that an appropriate staff member takes my place. If I fail to do so, I will be responsible for reimbursing the Center for any costs which resulted due to my failure to attend.

Name: _____

Date: _____

Supervisor: _____

Supervisor signature: _____

Received in HR _____

CD Approval _____

Sent to Finance _____

Email notification sent to Employee _____