

# Facilities & Campus Services Training Request Form



WAKE FOREST  
UNIVERSITY

Request Date

Requestor Name

Trainee Division

# of Employees

All fields are required unless otherwise noted.

Employee Names (not required if requestor listed above is the only trainee for this request)

Type of Training:	Estimate of Costs:	Criteria:
<input type="radio"/> Trade (electrical, plumbing, hvac, boilers, project mgmt, etc.) <input type="radio"/> Regulatory (OSHA, EPA, regulatory, safety, etc.)	Course Cost <input type="text"/>	<input type="radio"/> 1. Job Critical
<input type="radio"/> Licenses (electrical, pesticide, arboriculture, etc. training only) <input type="radio"/> Conferences (annual conferences, etc.)	Lodging & Meals <input type="text"/>	<input type="radio"/> 2. Needed
<input type="radio"/> Soft Skills-IT (soft skills, seminars, software, etc.) <input type="radio"/> Other	Plane Fare/Mileage <input type="text"/>	<input type="radio"/> 3. Professional Development
Course Name <input type="text"/>	Vehicle Rental <input type="text"/>	<input type="radio"/> 4. Personal Development
Course Dates <input type="text"/>	Other <input type="text"/>	<input type="radio"/> 5. Desired
Organization <input type="text"/>	TOTAL Course <input type="text"/>	<b>Is this a requirement as indicated by your job description?</b> <input type="radio"/> Yes
Location <input type="text"/>	TOTAL Travel <input type="text"/>	<input type="radio"/> No
		<input type="radio"/> Not Sure

Detailed Course Description

Business Purpose (how this will benefit your work)

Training Budget/Cost Center (not required if using 111101)

Training Spend Category (select all that apply):

Conferences/Workshops/Reg. Fees ☐ Licenses/Dues/Memberships

Travel Budget/Cost Center (not required if using 111101)

Travel Spend Category (select all that apply):

☐ Hotels/Lodging
 ☐ Meals while traveling
 ☐ Mileage
 ☐ Auto/Car Rental
 ☐ Commercial Airfare

If travel is involved, the Director of the Division must approve & confirm the budget/cost code. Travel includes: airfare, lodging, car rental, meals, etc.

Approval Signatures:

Dept. Manager

Director

Senior Director, Business Ops

VP FACS

Print Form

Reset Form