

Facilities, Reals Estate and Planning 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"/>	Is this a requirement as indicated by your job description? <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

Assistant VP, Business Ops

VP FACS

Print Form

Reset Form