



TOWN POLICY

POLICY NUMBER: 1501-01

REFERENCE:
CAO 1994

ADOPTED BY:
CAO
2 March 1994

PREPARED BY: Administration

DATE: 2 March 1994

TITLE: Request for Educational Courses Form

The following form is to be filled out when requesting Educational Courses.

TOWN OF STRATHMORE
REQUEST FOR EDUCATIONAL COURSES

Name of Employee: _____

Name of course you wish to take: _____

Where is this course offered? _____

When is this course offered? _____

How will this course benefit you? _____

How will this course benefit the Town? _____

TO BE COMPLETED BY EMPLOYEE:

EXPENSES TO BE INCLUDED IN THE COST OF THIS COURSE:

Course Fees Y - N \$ _____

Per Diems Y - N \$ _____

Mileage Y - N \$ _____

Accommodation Y - N \$ _____

Meals Y - N \$ _____

Time-In-Lieu Y - N \$ _____

TOTAL COST TO TOWN \$ _____

TO BE COMPLETED BY SUPERVISOR:

(Date Request Approved)

(Signature)

(Date Request Denied)

(Signature)

REASON REQUEST DENIED: _____
