STATE OF CALIFORNIA
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AIR RESOURCES BOARD
ASD-27 (REV. 01/08)

TRAINING REQUEST

Please complete appropriate sections below, attach brochure and all applicable forms required for payment. Once approved, submit to the Training Coordinator.

EMPLOYEE INFORMATION

NAME:	DIVISION:	CLASSIFICATION:	BARGAINING UNIT:	PHONE:	E-MAIL:

COURSE INFORMATION

COURSE TITLE:	COURSE NUMBER:	TRAINING DATE(S):	TRAINING TIME:
NAME/ADDRESS/PHONE OF INSTITUTION CONDUCTING TRAINING:		ALTERNATE DATE(S):	ALTERNATE TIME:
TRAINING LOCATION: (if different from above)			

REGISTRATION

WILL YOU BE ENROLLING YOURSELF INTO THE TRAINING CLASS? YES ☐ NO ☐

- ☐ REGISTRATION FEE PAID OUT-OF-POCKET –Submit a Travel Expense Claim Form (STD. 262) with the receipt attached to the Accounting Office for reimbursement.
- ☐ REGISTRATION FEE REQUIRES ADVANCE PAYMENT BY ARB –Attach an approved Revolving Fund Check Form (ASD Fiscal 255) to your Training Request and submit to the Training Officer. Allow 4-5 working days to process.
- ☐ REGISTRATION FEE INVOICED TO ARB
- ☐ FREE TRAINING – Training that doesn't require a registration fee.
- ☐ COLLEGE COURSES – Continuing education (UCD Extension, CSUS, etc.)
- ☐ SPECIAL ACCOMMODATION REQUIRED - Attach Explanation.

ESTIMATED TIME AND EXPENSES

EMPLOYEE TIME: _____

STATE TIME: _____

TOTAL TIME: _____

TUITION/REG.FEES: _____

BOOK/SUPPLIES: _____

TRAVEL/PARKING: _____

PER DIEM: _____

TOTAL COSTS: _____

TRAINING CATEGORIES (to be determined by Supervisor)

- ☐ JOB REQUIRED – Training designed to assure adequate performance in current assignment. (Includes orientation, safety, and training mandated by law or other state authority.)
- ☐ JOB RELATED – Training to increase job proficiency or improve job performance above acceptable levels of competency.
- ☐ UPWARD MOBILITY – Training to achieve the Department's Upward Mobility goals.

TAXATION (to be determined by Supervisor)

- ☐ TAXABLE – Training which solely relates to another position and would not be required in the present position IS taxable.
- ☐ NONTAXABLE – Upward mobility training which maintains or improves the employee's skills required in their CURRENT position remains non-taxable.
- ☐ CAREER RELATED – Training designed to assist in the development of career potential and provide opportunity for self-development. (May be unrelated to current job).

EMPLOYEE SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE
DIVISION CHIEF/DESIGNEE SIGNATURE	DATE

TRAINING SECTION ONLY

TRAINING OFFICER SIGNATURE/DATE

☐ Communication (CM) ☐ Mgmt/Supvr (MT) ☐ Professional/Technical (PT) ☐ Secretarial (SE)
☐ EDP (ED) ☐ Orientation (OR) ☐ Safety (SF) ☐ Taxable

☐ FAXED ☐ REVOLVING FUND CHECK REQUEST TO ACCOUNTING
☐ PHONE/INTERNET ENROLLED ☐ CONFIRMATION TO EE
☐ WILL INVOICE ARB CONF. #: _____