

2024 EMPLOYEE TRAINING REQUEST FORM

Please complete all fields on the Training Request Form. This form must be approved by a Chief, Director or Supervisor before submitting to HRS at Training@drpa.org.

Please return this form no later than July 24, 2023.

1. Employee Name:

2. Job Title:

3. Department:

4. Name of requested training: *Training does not include courses taken as part of degree or certificate program at a college, university or online that takes more than 5 days to complete. These courses generally qualify for the Education Reimbursement Program. [See policy #123, Education Reimbursement Program.](#)*

5. Provider of the training (if known):

6. Date (if unknown, indicate: TBD):

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7. Overnight Travel must be approved by the CEO. Please use form #040 located on the intranet at DRPA E.net site under Forms. Please complete and receive approval prior to registering for training courses outside of the Port District that require travel expenses for training.

Click here for the form: [Overnight Travel Form on e.net](#)

8. Is this training for Continuing Education Credits? Yes ____ No ____

9. **Estimated Training Costs:**

a. Course / Registration \$_____

b. Travel Expenses: Car Mileage: \$_____ Train: \$_____

c. Meals: \$_____ d. **GSA Rate Only** is reimbursed for hotels: \$_____

e. Tolls: \$_____ f. Parking: \$_____ g. Taxi: \$_____

Other (Please specify):

Total Expenses: \$

10. **JUSTIFICATION**

Describe how this training is directly related to your job.

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**APPROVALS:**

Employee's Signature: \_\_\_\_\_

Chief/Director's/Supervisor's Signature: \_\_\_\_\_

Thank you for completing the Training Request Form.



The DRPA is an Equal Employment Opportunity Employer.

# **2024 EMPLOYEE TRAINING REQUEST FORM**

## **CHECKLIST FOR COMPLETION:**

1. Complete all fields on the 2024 training request form.
2. Print out the form, and request Supervisor, Director, or Chief approval prior to sending the form to Human Resource Services.
3. Overnight Travel must be approved by the CEO. Please use form #040 located on the intranet at DRPA E.net site under Forms. Please complete and receive approval prior to registering for training courses outside of the Port District that require travel expenses.
4. The training request form does not guarantee a reservation in the class. Once the budget committee meetings are complete, you will be notified if your request was approved.
5. Review **Policy #124**, Training, Business Seminars, Conferences, and **Policy #123**, Education Reimbursement Program.
6. Submit forms by email to Training@drpa.org. Or send forms, by mail to DRPA, OPC, 2 Riverside Drive, Attn: Stephanie Woolley, Administrator, HRS 9<sup>th</sup> floor, Camden, NJ 08103

If you have any questions, please contact,

- Stephanie Woolley, HRS Administrator, Training and Employee Development at x2213
- Email us at: Training@drpa.org
- Visit us on the web, HRS.e.net, Training tab
- Visit the online at SAP-ESS/MSS "Training"

