

# Cobb County DPS Travel/Training Request

*Note: This form should be filled out in black ink or on the computer and must have the approval signatures of all individuals and received by DPS **six** weeks prior to travel date before it will be processed.*

Name (Last, First, Initial)

Employee ID Number

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Department

Bureau/Division

Phone #

Shift

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Section/Unit/Precinct/Battalion

Badge # (PD only)

Org Number

Name of Immediate Supervisor

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Course/Conf. #

Course Name

Location

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Dates Program Begins and Ends

Hours of Training/Program

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Has a court leave request been submitted?  Yes  No

Is this course/program required by a supervisor as part of the Employee's Annual Training Plan?

Yes  No If not, why is course requested:

The following information is required in order to process this request:

Registration Fees/Course or Conference Cost	\$ _____
<b>Estimated</b> per diem (Number of days x \$52/day) (\$10 breakfast / \$18 lunch / \$24 dinner)	\$ _____
<b>Estimated</b> Housing Cost (Daily Room Rate + Tax x Number of Days = Total)	\$ _____
<b>Estimated</b> Travel cost (Airline ticket)	\$ _____
<b>Estimated</b> Ground Transportation (Taxi, Shuttle, Rental Vehicle, mileage, or fuel costs)	\$ _____
<b>Estimated</b> Miscellaneous Costs (Explain: _____)	\$ _____
<b>Total Estimated Cost of Travel</b>	<b>\$ _____</b>

If traveling with another county employee, indicate other employee's name:

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If employee is traveling, give preferred travel times.

Departure Date/Time

Return Date/Time

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Name of Accommodation Requested (attach any conference registration forms).

Facility Name

Facility Address

Facility Reservation Number

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Any airline or hotel reservations will be made by the travel/training coordinator for the employee's respective department or by the employee.

Approving Signatures **with Dates of Approval:**

Applicant's Signature:	Date:
Immediate Supervisor's Signature:	Date:
Shift Commander's Signature:	Date:
Unit Commander's Signature:	Date:
<b>If any costs are involved form MUST be signed by the Department Head AND the Director</b>	
Department Head/Designee Signature:	Date:
Director's Signature:	Date:
County manager's Signature:	Date:

## REQUESTS FOR TRAVEL/TRAINING THAT REQUIRE FUNDING:

To process Travel/Training Requests in a timely manner and ensure that the needs are met for both the requesting individual and the Department, these guidelines will be adhered to by all Cobb County Department of Public Safety personnel.

### Please check all boxes that apply:

- Attached to this form must be **ALL** related information to include but not limited to:
  - Who** is presenting the program: Sponsor (Company/Agency and Instructor), address, phone and fax numbers and website if available.
  - What** the program is about: Performance Objectives or Course Goals.
  - Where** the program is to be conducted: City and State.
  - When** the is the program: Dates of actual program and **travel dates/times if different from the program dates.**
  - Why** this program requires travel; i.e., not offered in-state or at a closer location.
  - How** the employee will travel: air, county vehicle, personal vehicle.
    - If traveling by air: how will the employee travel upon arrival (ground transportation: taxi, rental vehicle, shuttle services).
    - If traveling by air: will long term parking be used.
  - Program registration: Form, Cost of program and entity Payable to along with address information.
  - Accommodations: Hotel information to include address, phone and fax numbers.
  - If the request is for a conference or seminar, include the published agenda.
- **If more than one employee is attending the same program, a memorandum, through the employee's chain of command, justifying the need of multiple employees, must accompany the request.**
- **If the total cost of the travel, all-inclusive, exceeds \$500.00, a Memo of Justification through the Chain of Command and to the Public Safety Director must accompany the request.**
- Completed Travel/Training Requests must be received by the Director of Public Safety at least **six** weeks prior to departure to allow for processing. Any requests received after this will not be **guaranteed** advanced funds and will be subject to the employee paying for the travel/Training and seeking reimbursement upon their return.
- If the Travel/Training is denied by the Director of Public Safety a letter of denial will be sent to the requesting employee through their Chain of Command by the Director or the Director's Designee.
- Travel Checks should be ready for pick-up by the Travel/Training Coordinator for each DPS department on Friday and the employee may pick up their travel packet including check(s) from their respective Travel/Training Coordinator on the Monday before departure.

### **USE OF COUNTY VEHICLE:**

- Employees who will be traveling **out-of-state** via county vehicle must submit a letter of request to the County Manager through their respective Chain of Command for a county vehicle to be authorized and attach it to the Travel/Training request. (Note: By county travel policy, mileage will not be reimbursed for use of a personal vehicle when a county vehicle was available.)
- Employees who will be traveling **out-side the Metro Atlanta area**, with the exception of GPSTC, and desire the use of a county vehicle must submit a letter through their respective Chain of Command to the Director of Public Safety requesting approval and attach it to the training request.
- Employees traveling to GPSTC in a county vehicle must request approval, via e-mail, from their respective Department Head or Designee and copy those supervisors in his/her chain of command.

### **CONCLUSION OF TRAVEL:**

- Travel Expense Statements, by County policy, must be submitted to the Finance Department through the Chain of Command within **SEVEN** days after the conclusion of the Travel/Training, therefore Travel Expense Statements should be submitted to the Travel/Training Coordinator within **FIVE** days of the conclusion of the travel. The Expense Statement should have attached to it all necessary receipts detailing the expenditure of county funds or for requested reimbursement funds and should also have attached a copy of the entire Travel/Training Request package to eliminate confusion as to what the Travel Expense Statement is being referenced to.
- After the conclusion of attending a training program that required the expenditure of county funds, a memorandum detailing the quality of the training program and the benefit gained from attending the training program or lack of any benefit or of poor quality training must be submitted along with the Expense statement through the employee's Chain of Command to the Director of Public Safety and forwarded to the appropriate Training Coordinator and Department Head.
- In addition to the above, it is expected of all personnel to fully comply with the Accounting for Travel Expenses policy from the Cobb County Finance Department Policies and Procedures Manual. This policy can be found on the Cobb Web and is numbered GP-290.