



Out Service Training Authorization

Complete this form and obtain approval when prepayment is needed for a course, conference or workshop. Print one copy and obtain supervisor signature. Encumber the dollar amount in SAP using a funds reservation. If the associated expense relates to a course fee required for your position, submit the original signed form and registration form(s) to Human Resources for approval, otherwise send the original and registration forms directly to Accounts Payable.

Payee Information Required

Payee Name:

Course/Training Start Date:

Payee Address:

Course/Training End Date:

Event Site:

Requestor Information

Employee Name:

Employee Department:

Extension:

Justification

Justification:

Accounting Information

Funds Res or Trip #:

Amount:

Cost Center:

Commitment Item:

Fiscal Year:

Approval

I authorize and certify the above expense is accurate and will be incurred for official business purposes.

Employee (print name): _____

Signature: _____

Date: _____

Supervisor (print name): _____

Signature: _____

Date: _____

President or Provost (print name): _____

(Out of Country)

Signature: _____

Date: _____

Human Resources (print name): _____

(If Credit Course)

Signature: _____

Date: _____