



# Scriba Volunteer Fire Corporation Conference / Training Request Form

Person making request: \_\_\_\_\_  
Other Persons Attending: \_\_\_\_\_

Conference/Training Title: \_\_\_\_\_

Date(s) of program: \_\_\_\_\_

Location: \_\_\_\_\_

Are overnight arrangements necessary:    Yes    No

Details about the program (Please describe activities that will occur during the conference/training program)

Please be specific:

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### COST DETAILS

(please be **VERY** specific)

Registration fee(s): \_\_\_\_\_

Mileage associated with trip: \_\_\_\_\_ (Use Mapquest.com if necessary)

Housing costs (Please provide details):

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Other Pertinent Information:

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Total Amount of Department Funds Requested:

### OFFICE USE BELOW

Transportation Authorized - Dept Vehicle

Personal Vehicle (See notes below)

Miles Authorized for reimbursement:

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Federal Rate

Chief's Office: \_\_\_\_\_

APPROVED for \$

NOT APPROVED

Associated PO#:

NOTES:

- Use of a department vehicle is encouraged for all transportation. If a department vehicle is not available then a personal vehicle may be used. Carpooling is mandatory. If more than 1 vehicle is necessary please indicate why in the space provided above. Anyone choosing to take their own personal vehicle instead of carpooling will not be reimbursed for mileage costs, unless prior approval from the Commissioners is obtained.
- Anyone attending a conference/training program will be expected to share the information learned/gathered at an upcoming meeting or drill.
  - i.e. Those people that attend an EMS related conference will be expected to lead training on a drill night to share the information they learned at the conference. If a group of people went then each person can lead a different part of training on that particular night.
  - i.e. Those people that attend the Chief's convention will be expected to report back their findings to the Line Officers.