

# Philomath Fire & Rescue Personnel Training/Conference Request Form

Name: \_\_\_\_\_ Fire      EMS

Title of class/conference:

Location: \_\_\_\_\_ Date & hours: \_\_\_\_\_

Cost of class/conference: \_\_\_\_\_ Travel: Dept. vehicle? \_\_\_\_\_ Cost: \_\_\_\_\_

Number of overnight stay(s): \_\_\_\_\_ Overnight cost: \_\_\_\_\_

Meal cost: \_\_\_\_\_ Cost advance requested: \_\_\_\_\_  
District pays out no more than: \$50 per day, turn in all receipts to Administrative Assistant.

Please attach flyer or class/conference information.

**Please be aware that if you must cancel your participation in the class, you must do so in the appropriate manner required for the class (so the fire department is not billed for the class). If this is not done, you are responsible for paying the cost of the class on your own. Philomath Fire & Rescue encourages its personnel to participate in outside classes. However, we can not afford to pay for classes that people do not attend. If you have any questions please talk to the Deputy Chief (Fire) or Fire & Life Safety Officer (EMS).**

Requester Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by Deputy Chief (Fire) or Fire & Life Safety Officer (EMS)

Signature: \_\_\_\_\_

Reason for not being approved:

For Staff: Overtime or day(s) off approved by Chief: \_\_\_\_\_ Chiefs initials \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_\_ PROTECT \_\_\_\_\_ PREVENT \_\_\_\_\_ PRESERVE \_\_\_\_\_