

Training Request Form

Complete the following information for each training you are requesting to attend. Please use one copy of this form for each training and for each staff planning to attend. DSHS/OCVA will use the information you provide to consider your request. Requests must be pre-approved in order for the grantee to submit any expenses to the OCVA Training Bank Grant.

Agency Name:
Name of Staff Attending Training:
Job Title:
Title Of Training:
Date(s) of Training:
Location:
Check all current DSHS/OCVA grants that staff attending training is paid through: <input type="checkbox"/> Sexual Assault Services <input type="checkbox"/> Domestic Violence Services <input type="checkbox"/> Victims of Crime Services

What is the purpose of the training?

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Provide a rationale as to how the selected training will increase the knowledge and skill set of direct service staff/their supervisor. Typically, trainings will increase knowledge about specific crime types, improve specific skills to carry out a primary job function or help advocates understand how to help individuals access and navigate crime-related systems and services, and how to work with individuals from marginalized communities.

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Budget

Total Grant Award	
Amount Requested to Date (not including this request)	
Balance	

Travel Costs

Please complete the following chart using estimated cost for travel:

Summary of Costs	How to Calculate Travel Costs	Calculation of Travel Costs	Travel Costs
Airfare	Price of airfare, inclusive tax and fees		\$
Lodging	Number of days and approved rate/day		\$
Per Diem	Number of days and approved rate/day; deduct meals provided at training/conference if applicable		\$
Registration	Price of registration		\$
Mileage	Number of miles and approved mileage rate		\$
Shuttle/Taxi/Rental Car/Public Transportation	Actual cost for shuttle/taxi/rental car/public transportation		\$
Total Cost			\$

Submit completed form to:

Susan Hannibal for DV-related trainings (hannisk@dshs.wa.gov)

Trisha Smith for SA-related trainings (trisha.smith@commerce.wa.gov)

Chris Fenno for VOC-related trainings (christine.fenno@commerce.wa.gov)

DSHS/OCVA Use Only:

<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	Justification:
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